



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS BOARD OF ADJUSTMENT
Wednesday, February 18, 2026 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

1. **Call to Order/Roll Call**
2. **Approval of Agenda**
3. **Approval of Minutes:**
 - A. 4.23.24 Minutes
4. **Public Hearing on Revocation of Conditional Use Permit - 6500 Hickman Rd**
 - A. Staff Report and Materials
5. **Approve Board of Adjustment Rules and Procedures**
 - A. Rules and Procedures
6. **Elect Chair and Vice Chair of the Board of Adjustment**
7. **Adjourn**

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS BOARD OF ADJUSTMENT
Tuesday, April 23, 2024 - 5:30 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

1. Call to Order/Roll Call

Meeting called to order by Chair Chaden Halfhill at 5:30 PM. Members present: Paul Walter and John Villotti. Members absent: Carole Tillotson. Staff present: Deputy City Clerk Nate Leuthold, City Planner Trey Rouse with Bolton & Menk

2. Approval of Agenda

Motion by Paul Walter to approve. Seconded by John Villotti. Motion passed 3-0.

3. Approval of Minutes:

Motion by Paul Walter to approve. Seconded by John Villotti. Motion passed 3-0.

A. 3.20.24 Minutes

4. Approval of Rules of Procedure for Board of Adjustment

Paul Walter discussed section 2.7.c. regarding abstaining from voting. Nate Leuthold provided legal council's comment on that section. Paul Walter wished to have the section rephrased and stated he would email updated phrasing to staff for review. Motion by Chaden Halfhill to table. Seconded by Paul Walter. Motion passed 3-0.

A. Attachments

5. Public Hearing on Conditional Use Permit - 6500 Hickman Rd

Trey Rouse presented the staff report. Motion by Paul Walter to open the Public Hearing at 5:55 PM. Seconded by John Villotti. Motion passed 3-0. No public comment. Motion by Paul Walter to close the Public Hearing at 5:56 PM. Seconded by John Villotti. Motion passed 3-0.

A. Staff Report and Application Materials

6. Consideration of Conditional Use Permit - 6500 Hickman Rd

Mila Schwarz and Tony Schwarz, owners of 6500 Hickman Rd spoke briefly regarding their project and about the outstanding nuisance violations issued by the City. Nate Leuthold confirmed that they had been in contact with City staff. Motion by Paul Walter to approve with the conditions recommended by City Staff. Seconded by John Villotti. Motion passed 3-0.

7. Consideration of Variance Request - 6500 Hickman Rd

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

Trey Rouse presented the staff report. Motion by Paul Walter to approve with the conditions recommended by City Staff. Seconded by John Villotti. Motion passed 3-0.

A. Staff Report and Application Materials

8. **Adjourn**

Motion by Paul Walter to adjourn at 6:12 PM. Seconded by John Villotti. Motion passed 3-0.

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.



City of Windsor Heights

www.windsorheights.org

1145 66th Street, Suite 1 • Windsor Heights, Iowa 50324 • 515-279-3662 • Fax 515-279-3664

**WINDSOR
HEIGHTS**
the heart of it all

CONDITIONAL USE PERMIT APPLICATION

Date of Submission: 1/7/23 Fee Amount: \$200 Application No. _____
Paid 5/8/24 Approved by BoA with conditions 4/23/2024

The Conditional Use and Special Use Permit Procedures provide for Planning and Zoning Commission review and discretionary Board of Adjustment action for uses within zoning districts which have unusual site development or operating characteristics that could adversely affect surrounding properties.

**** Attach any graphic information, including site plans, elevations, other drawings, or other materials determined by the Zoning Administrator to be necessary to describe the proposed use to approving agencies.**

**** Provide names, property addresses, and mailing addresses of all surrounding property owners within 200 feet for residential projects or 300 feet for commercial projects of the subject property. Intervening streets and alleys are not to be included in computing the 200 and 300 feet requirement. Names and mailing addresses can be obtained by contacting the Polk County Recorder and providing the property addresses. You do not need to obtain these property owners' permission.**

Applicant Name: Windsor Court Apartments LLC Mila Schwarz

Applicant Address: PO Box 65653 West Des Moines, IA 50265

Applicant Phone Number: 515-988-6452

Property Owner: Windsor Court Apartments LLC Mila & Tony Schwarz

Property Address, Zoning Classification, & Legal Description: 6500 Hickman Rd.

Zoning CC lots 7 1/2, 8 and 7 except the south 150 ft thereof except portions of
said lots conveyed to the State of IA by warranty deed filed Book 41247 @ page 654 & Jones 70-A
of the North 395 ft of lot 6, except that part conveyed to the State of IA by warranty deed filed Book
4145 @ page 107, & except those parts acquired by State of IA by Condemnation filed 12/30/200 & recorded

A description of the nature and operating characteristics of the proposed use. Book 1384 @ page 85, all
suburban farms, an official plat now
included in & forming a part of the city of Windsor
the plat

currently under motel/Hotel licensing would like to convert
to multi-family

A written statement as to how the proposed project fits within the character of the neighborhood and that meets the intent of the City's Comprehensive Plan.

see Attached

Abutting Property Owner Names and Addresses:

1. Knapp Properties, 5000 Westown Pkwy Ste 400 WSSM 50216 6400 Hickma
2. Windsor Crossing Senior Aptks 3512 Ingersoll Ave DSM 50312 6336 Hickma
6600 Hickma
3. Nurs TKG -Storage and Paulina Portfolio LLC 215 W stadium blvd # 207 Columbia, MD 21023
4. Marcia Lituma 6517 Lincoln Ave, WH 50324 Celia Johnson
Paula Quinlan 6513 Lincoln Ave, WH 50324 6509 Lincoln Ave
WH 50324

The undersigned hereby certifies that all information provided is complete and accurate to the best of undersigned's knowledge, and that all information required by this application or by the Board's staff on its behalf has been provided.

Printed name of applicant: Mila Schwarz

Signature of applicant: Mila Schwarz

Date: 9.7.2023

Note: The Applicant or an authorized agent must personally be present for the request before the Planning and Zoning Commission and Board of Adjustment meetings.

Please contact the Zoning Administrator to obtain a list of meeting dates and submittal deadlines. 515-645-6826.

Dear Members of the City Planning and Zoning Commission,

I am writing to provide a statement detailing how the proposed project at 6500 Hickman aligns with the character of the neighborhood and fulfills the intent of the City's Comprehensive Plan.

The proposed project involves a transition from a Motel/Hotel licensing structure to one that accommodates apartments. This transition is a crucial step in enhancing the overall character of the neighborhood and aligns with the objectives outlined in the Windsor Heights Comprehensive Plan.

Improved Tenant Quality:

The change in licensing from a Motel/Hotel to Apartments at 6500 Hickman is driven by a desire to foster a more stable and responsible tenant community within the complex. Under the current Motel/Hotel license, we face limitations in conducting thorough background checks on potential residents. By transitioning to apartments, we can implement rigorous screening procedures, ensuring that tenants are better suited for the property and the neighborhood in accordance with the Comprehensive Plan's goal of creating a safe and thriving community.

Long-Term Stability:

Our standard lease agreement for apartment units is a minimum of 12 months. This commitment to longer-term leases fosters a sense of stability within the complex, aligning with the Comprehensive Plan's vision for sustainable neighborhoods. We anticipate that many tenants will choose to stay for several years, contributing to a sense of community and continuity in the neighborhood.

Reduced Risk of Criminal Activity:

One of the benefits of screening tenants is that it significantly reduces the likelihood of individuals engaging in criminal activities within the complex. A thorough vetting process helps ensure that residents are law-abiding and respectful members of the community, which is consistent with the Comprehensive Plan's objective of promoting safety and security in the neighborhood.

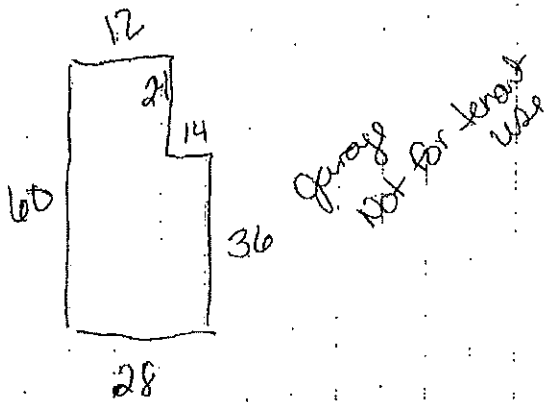
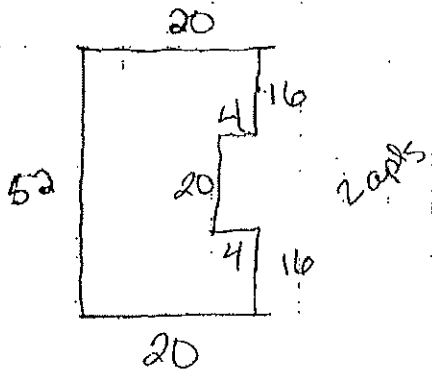
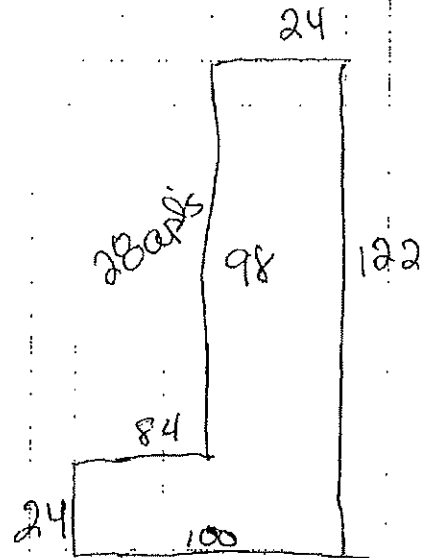
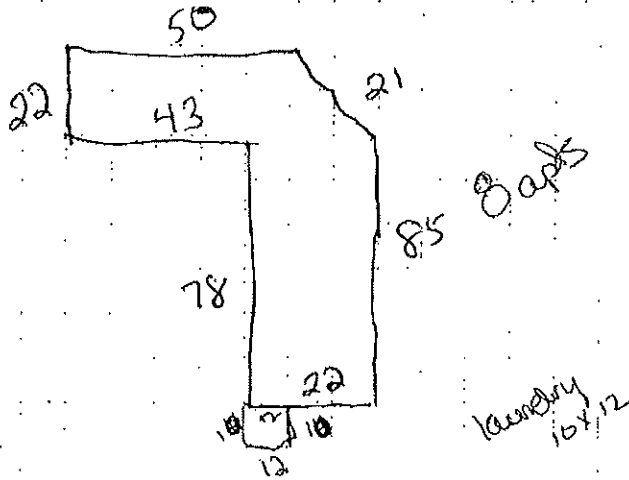
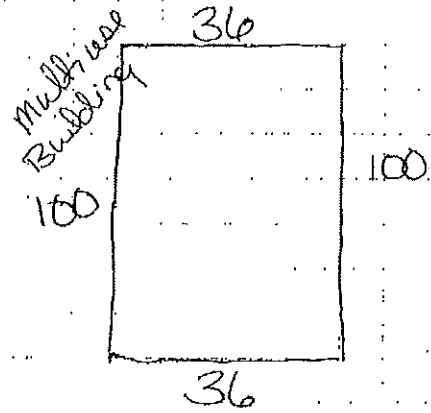
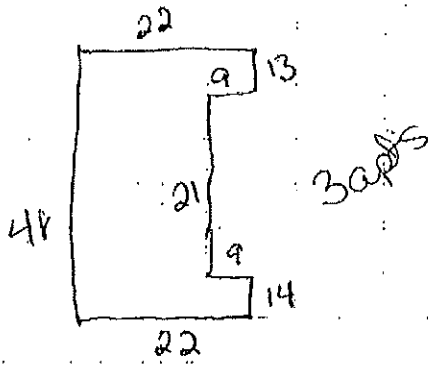
Enhancing Neighborhood Character:

This transition to apartments is an essential step in revitalizing the neighborhood. By attracting responsible, long-term residents, we aim to create a harmonious and cohesive community that reflects the values and aspirations outlined in the Comprehensive Plan. We are committed to maintaining the property in a manner that enhances its appearance and contributes positively to the overall character of the neighborhood.

In conclusion, the proposed project at 6500 Hickman is designed to align with the neighborhood's character and adhere to the City's Comprehensive Plan. The transition from Motel/Hotel to Apartments is a strategic move to promote stability, safety, and a sense of community within the complex, all of which are in harmony with the city's long-term vision for Windsor Heights.

We are excited about the opportunity to contribute positively to the neighborhood and appreciate your consideration of our proposal. If you have any questions or require further information, please do not hesitate to reach out to us.

6500 Mickman Rd



Conditions of Approval

The following conditions are attached to the permit:

1. The Property at 6500 Hickman Road goes through the entire Site Plan Review and Approval process and is approved by the Planning and Zoning Commission and City Council. This includes:
 - a. All comments from City Staff and Departments are addressed in their entirety
 - b. All processes through the Site Plan Review process are followed
 - c. All Fees are paid for the Site Plan Review process
2. Be approved by the Zoning Board of Adjustments for a variance to reduce the minimum requirement by the Windsor Heights Zoning Code for the Interior Side Yard Setback to 2’.
3. All appropriate permits for development and construction are acquired prior to the beginning of development and construction on the site.
4. Approval of signs and utility from Safe Building.
5. Approval of streets and access from Iowa Department of Transportation.
6. Abide by all other conditions placed on this Conditional Use Permit as decided by the City of Windsor Heights Zoning Board of Adjustments.
7. Go through any of the appropriate processes determined to be necessary by City Staff of Windsor Heights included but not limited to the Site Plan Review Process.
 - a. This would include coming into conformance with Site Plan requirements pertaining to and not limited to the following:
 - i. Landscape Requirements
 - ii. Signage Requirements
 - iii. Stormwater Retention and Detention Requirements
 - iv. Parkland Dedication
 - v. Lighting Requirements
 - vi. Lot and Property Requirements
 - vii. Setbacks
 - viii. Impervious Surface
 - ix. Building Coverage
8. All current nuisances identified on the property by City Staff must be dealt with and addressed before the Conditional Use Permit goes into effect.
 - a. Confirmation of the nuisance being addressed must be handled and overseen by City Staff.
 - i. The property identified as 6500 Hickman has previously been through the nuisance abatement process, most recently in 2018, and shows a

relatively high police call volume at the site. An attachment of this information is included with the Staff Report.

9. If the Zoning Enforcement Officer determines at any time that the property becomes a nuisance or exhibits a pattern of violating the terms of the conditional use permit, the Zoning Enforcement Officer may apply to the Board to consider revocation of the Conditional Use Permit.
10. Provide the City Building Inspector full access to the property for preemptive inspection and rental inspections.
 - a. Obtain a rental permit from the City of Windsor Heights.



**BOLTON
& MENK**

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STAFF REPORT

Date: February 18th, 2026
To: Windsor Heights Board of Adjustment
From: Justin Ernst, PE
Trey Rouse
Subject: Conditional Use Permit Revocation: Residential, Multi-Family Staff Report (6500 Hickman Road)

General Information

Property Owner: Windsor Court Apartments LLC
(Mila & Tony Schwarz)
Proposed Use: Residential, Multi-Family
Zoning: CC District (Community Commercial)
Location: 6500 Hickman Road

Summary

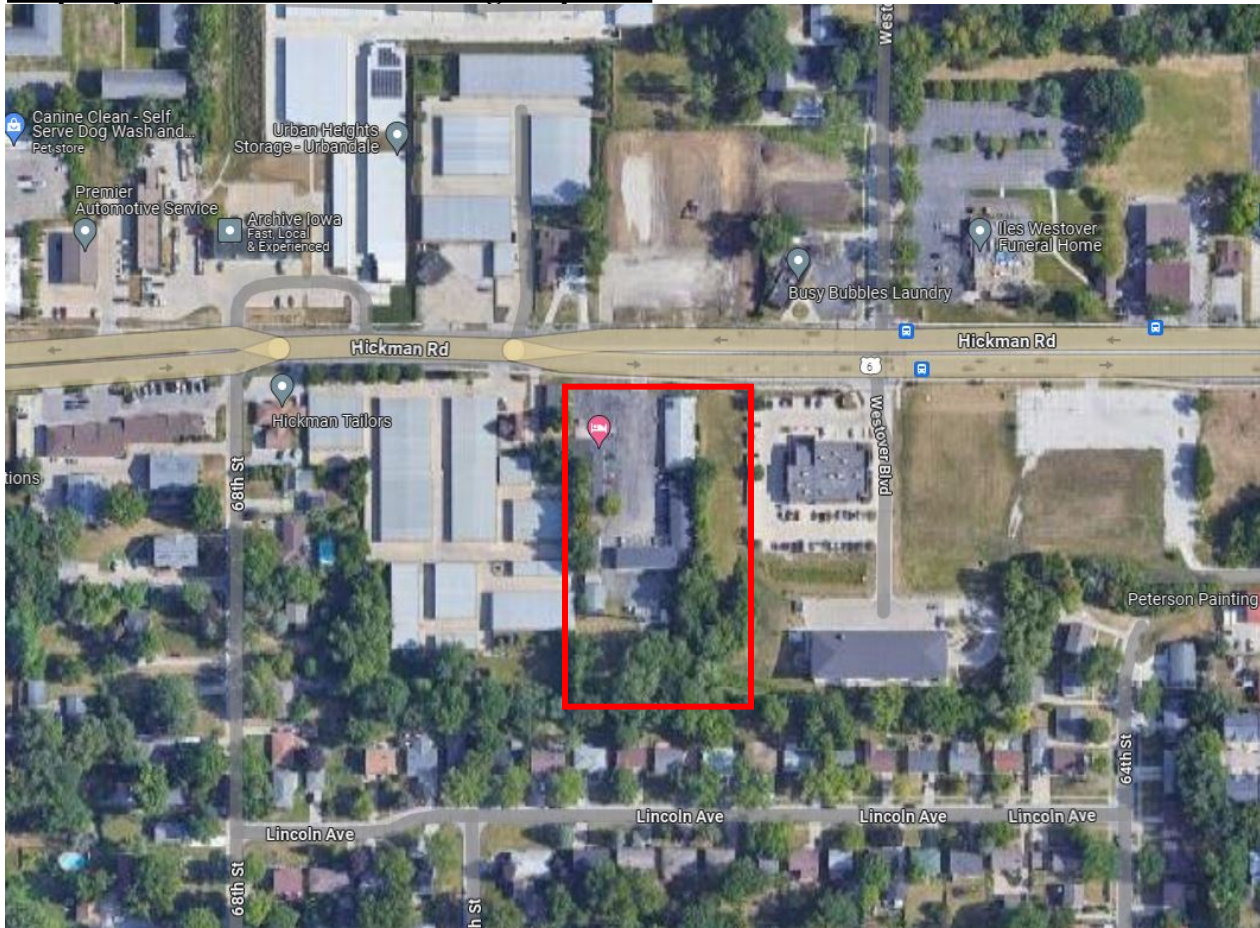
The property owner, Mila Schwarz, requested a conditional use permit in the CC District (Community Commercial District) for the use of the property listed at 6500 Hickman Road to change from the use of “Hotel/Motel” to “Residential, Multi-Family” to allow for a series of long-term residential dwelling units to be located along Hickman Road. The CC District (Community Commercial District) allows for the Residential, Multi-Family use to be approved conditionally. The property owner received the Conditional Use Permit from the Zoning Board of Adjustments with conditions to be met before full approval of the Conditional Use Permit the 4/17/24 meeting.

Staff has continued to reach out about this project after the property owner received the Conditional Use Permit and the conditions attached to the Conditional Use Permit have not been met thus far. Along with that, no significant progress has been made on the property to change from the Hotel/Motel use to the Residential, Multi-Family. Staff has given over the permitted time to utilize and meet the conditions of the Conditional Use Permit in good faith that the property owner would use that time to move forward with the proposed project. In not doing so, Staff has moved forward with the revocation process of the Conditional Use Permit.

Original Existing Conditions (Pre-CUP Receipt)

The 4.75-acre lot is in the CC – Community Commercial Zoning District. The lot currently has (and previously had) six (6) complete structures that make up 13,539 sq. ft. of Hotel/Motel rooms and office space on the property, defining its primary use. There is available off-street parking located throughout the center of the property and open space can be found on the south and east sides of the property. This property has one full-access driveway onto the property from Hickman Road.

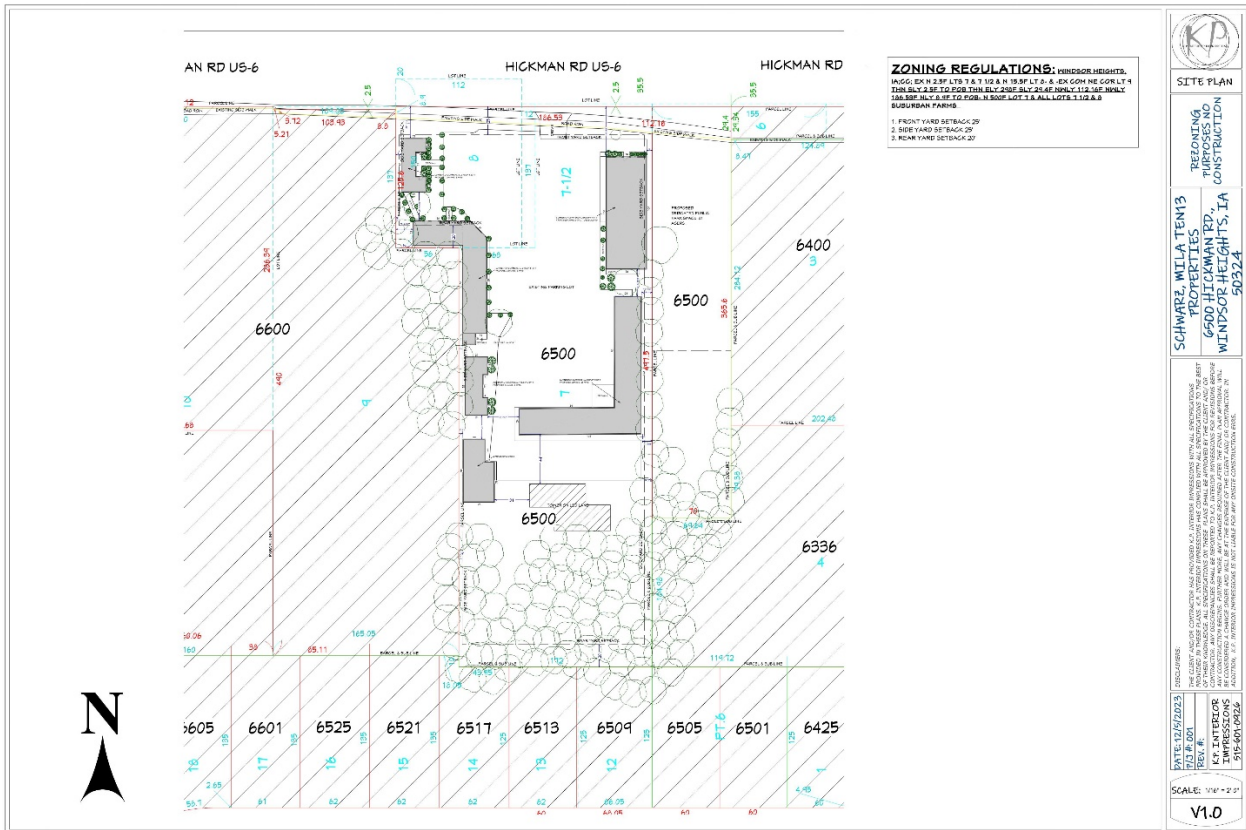
Property Location and Surrounding Properties



Legal Description of Property

EX N 2.5F LTS 7 & 7 1/2 & N 15.5F LT 8- & -EX
COM NE COR LT 9 THN SLY 2.5F TO POB THN ELY 298F
SLY 29.4F NWLY 112.16F NWLY 186.53F NLY 8.9F TO
POB- N 500F LOT 7 & ALL LOTS 7 1/2 & 8 SUBURBAN
FARMS

Preliminary Site Plan for Development



Applicable Code Sections under the Approval Process

166.03 Definitions of Terms

189 (e). “Residential, Multi-Family” means a residential use with more than three units on a single lot in which all units do not contain at least one common wall with another unit. Units do not have to contain a common wall and may be above or below each other. Also known as Residential, Multiple-Family.

Table 168-2 Permitted Uses by Zoning District

Use Types	R-1	R-2	R-3	MH	CC	UC	LI
Medical Offices			C		P	P	P
Mobile Home Park				C			
Off-Street Parking					C	C	P
Parking Structure					C	P	P
Parks/Recreation	P	P	P	P	P	P	P
Pet Services					P	C	P
Postal Facilities					P	P	P
Primary Education	P	P	P	P	P	P	
Public Assembly	P	P	P	P	P	P	
Railroad Facilities							P
Recycling Collection					C		P
Recycling Processing							C
Repair Services							P
Research Services					P	P	P
Residential, Accessory Dwelling Unit	C	P	P				
Residential, Downtown						P	
Residential, Duplex	C	P	P			P	
Residential, Multi-Family		C	P		C	P	
Residential, Single-Family Detached	P	P	P	P		P	

Chapter 180.06 Standards of Approval

1. The Board of Adjustment shall review the proposed development for conformance to the following Standards of Approval:
 - a. Compatibility. The proposed buildings or use shall be constructed, arranged and operated so as to be compatible with the character of the zoning district and immediate vicinity, and not to interfere with the development and use of adjacent property in accordance with the applicable district regulations. The proposed development shall not be unsightly, obnoxious, or offensive in appearance to abutting or nearby properties.
 - b. Transition. The development shall provide for a suitable transition, and if necessary, buffer between the proposed buildings or use and surrounding properties.

- c. **Traffic.** The development shall provide for adequate ingress and egress, with particular attention to vehicular and pedestrian safety and convenience, traffic flow and control, and emergency access.
 - d. **Parking and Loading.** The development shall provide all off-street parking and loading areas as required by this ordinance, and adequate service entrances and areas. Appropriate screening shall be provided around parking and service areas to minimize visual impacts, glare from headlights, noise, fumes or other detrimental impacts.
 - e. **Signs and Lighting.** Permitted signage shall be in accordance with the applicable district regulations and shall be compatible with the immediate vicinity. Exterior lighting, if provided, shall be with consideration given to glare, traffic safety and compatibility with property in the immediate vicinity.
 - f. **Environmental Protection.** The development shall be planned and operated in such a manner that will safeguard environmental and visual resources. The development shall not generate excessive noise, vibration, dust, smoke, fumes, odor, glare, groundwater pollution or other undesirable, hazardous or nuisance conditions, including weeds.
2. The request shall be approved if the Board of Adjustments finds that the proposed development meets all Standards of Approval.
3. The request shall be denied if the Board of Adjustment finds a strong probability that any of the following with regards to the proposed development:
 - a. Not adequately safeguard the health, safety and general welfare of persons residing or working in adjoining or surrounding property, or
 - b. Impair an adequate supply (including quality) of light and air to surrounding property, or
 - c. Unduly increase congestion in the roads, or the hazard from fire, flood or similar dangers, or
 - d. Diminish or impair established property values on adjoining or surrounding property, or
 - e. Not be in accord with the intent, purpose and spirit of the zoning ordinance or comprehensive plan.

Chapter 180.08 Board of Adjustment Action on Applications

1. In considering whether to approve an application for a conditional use permit, the Board of Adjustment shall proceed according to the following format:
 - a. The Board of Adjustment shall establish findings of fact based upon information contained in the application, the staff report, and information gathered at the Board of Adjustment hearing.
 - b. The board shall consider such reasonable requirements or conditions for the permit as will ensure the development will satisfy the requirements of this chapter. A vote may be taken on such conditions before consideration of whether the permit should be approved or denied for any of the reasons set forth in 3 or 4.
 - c. The Board of Adjustment shall consider whether the application complies with all of the applicable Standards for Approval set forth in 180.06. Separate votes may be taken with respect to each criterion. If the Board of Adjustment concludes that the application fails to meet one or more of the criteria, the application shall be denied.
 - d. If the Board of Adjustment concludes that all such criteria have been met, the application shall be approved unless it adopts a motion that the application fails to meet any of the approval standards set forth in 178.06. Separate votes may be taken with respect to each standard. Any such motion regarding compliance or noncompliance of the application to the development criteria or Standards for Approval shall specify the supporting reasons for the motion. It shall be presumed the application complies with all criteria and standards not specifically found to be unsatisfied. Without limiting the foregoing, the Board of Adjustment may attach to a permit a condition it deems necessary to protect the health, safety, and general welfare of the public. All conditions or requirements shall be entered on the permit.
 - e. The Board of Adjustments shall not grant a conditional use permit for any home occupation/home-based business which is otherwise prohibited under this zoning code.

Background on Process and Contact with Property Owner

September 9th, 2023: Discussion with City Staff Submittal of Conditional Use Permit

February 29th, 2024: Confirmation of Conditional Use Permit Materials

April 17th, 2024: Conditional Use Permit Approval with Conditions by the Windsor Heights Zoning Board of Adjustments

June 12th, 2025: City Staff Email to contact on progress of projects and nuisance abatement

July 23rd, 2025: City Staff Email to contact on progress of projects and nuisance abatement

December 18th, 2025: Nuisance Letter

January 8th, 2025: Nuisance Inspection

January 12th, 2026: Nuisance Letter & Conditional Use Letter

January 22nd, 2026: Safe Building Scheduled Inspection

January 23rd, 2026: Nuisance Inspection

February 18th, 2026: Meeting between Property Owner and City Staff

Work Done to this Point

The property has done minimal work thus far on transitioning to the use of Residential, Multi-Family from the original Hotel/Motel use. This includes the development of new sidewalks at the front of the property and minor efforts within units. The nuisances expressed through the conditions within the permit have not been addressed and through communication there have been more nuisances identified on the property. The work done does not meet the criteria of transitioning to the permitted use by condition or meeting the conditions of the original Conditional Use Permit.

Safe Building Inspection and Findings

Safe Building scheduled an inspection for the property as was approved and agreed upon by condition 10 within the approved conditional use permit by the City of Windsor Heights Zoning Board of Adjustments. Safe Building performed this schedule nuisance inspection on January 23rd, 2026, and provided separate findings within the units that were inspected. These included changes to units through electrical work, interior design, plumbing, and necessities for living spaces. A more detailed report has been included as an attachment to this report.

Meeting between Property Owner and City Staff

A meeting took place on February 13th, 2026, between City Staff and the Property Owners to discuss the conditions on the property, the process of the CUP revocation, and the site plan expiration date. The discussed topics of funding for the project with issues that have arisen and opportunities that the property owners still had to complete the project. City Staff outlined the process that the Zoning Board of Adjustment would go through and their responsibilities and possibilities of outcomes from that meeting. Further discussion was had about the site plan expiration date and what the property owners needed to know with that deadline coming closer. No comment was made on next steps by the property owners beyond the communication of working on funding the project and beginning to eliminate nuisances on the property.

Applicable Code Sections under the Revocation Process

[Chapter 180.09 Expiration of Permits](#)

1. A Conditional Use Permit shall become void one year after its effective date if the applicant has not carried out development or occupancy during that period.
 - a. **The effective date being when the full approval of the conditional use permit comes into effect has not been reached as the conditions for full approval of the conditional use permit have not been met.**
2. The Board of Adjustment may revoke a conditional use permit should the operation of the use subject to such permit violate the conditions under which the permit was granted.

- a. With the conditions that the conditional use permit was granted upon having not been met, this situation meets the criteria to revoke the conditional use permit from the property owner as established within the City of Windsor Heights city code. Additionally, one of the conditions of the Conditional Use Permit allows the Zoning Enforcement Officer to begin the revocation process if the property continues to be a nuisance or violates or doesn't meet the conditions set out by the Zoning Board of Adjustments.

Conditions of Approval of the Original Conditional Use Permit

The following conditions are attached to the permit:

1. The Property at 6500 Hickman Road goes through the entire Site Plan Review and Approval process and is approved by the Planning and Zoning Commission and City Council. This includes:
 - a. All comments from City Staff and Departments are addressed in their entirety
 - b. All processes through the Site Plan Review process are followed
 - c. All Fees are paid for the Site Plan Review process
2. Be approved by the Zoning Board of Adjustments for a variance to reduce the minimum requirement by the Windsor Heights Zoning Code for the Interior Side Yard Setback to 2'.
3. All appropriate permits for development and construction are acquired prior to the beginning of development and construction on the site.
4. Approval of signs and utility from Safe Building.
5. Approval of streets and access from Iowa Department of Transportation.
6. Abide by all other conditions placed on this Conditional Use Permit as decided by the City of Windsor Heights Zoning Board of Adjustments.
7. Go through any of the appropriate processes determined to be necessary by City Staff of Windsor Heights included but not limited to the Site Plan Review Process.
 - a. This would include coming into conformance with Site Plan requirements pertaining to and not limited to the following:
 - Landscape Requirements
 - Signage Requirements
 - Stormwater Retention and Detention Requirements
 - Parkland Dedication
 - Lighting Requirements
 - Lot and Property Requirements
 - Setbacks
 - Impervious Surface
 - Building Coverage

8. All current nuisances identified on the property by City Staff must be dealt with and addressed before the Conditional Use Permit goes into effect.
 - a. Confirmation of the nuisance being addressed must be handled and overseen by City Staff.
 - The property identified as 6500 Hickman has previously been through the nuisance abatement process, most recently in 2018, and shows a relatively high police call volume at the site. An attachment of this information is included with the Staff Report.
9. If the Zoning Enforcement Officer determines at any time that the property becomes a nuisance or exhibits a pattern of violating the terms of the conditional use permit, the Zoning Enforcement Officer may apply to the Board to consider revocation of the Conditional Use Permit.
10. Provide the City Building Inspector full access to the property for preemptive inspection and rental inspections.
 - a. Obtain a rental permit from the City of Windsor Heights.

Public Comments Received

No public comment had been received previously when obtaining this CUP or at the time of the creation of this Staff Report.

Recommendation

The staff recommends revocation of the Conditional Use Permit for the property located at 6500 Hickman Road to revoke the ability to use the property as Residential, Multi-Family due to not meeting the conditions of the Conditional Use Permit approved on 4/17/24 meeting of the Zoning Board of Adjustments.

Recommended Motion

Move to revoke the Conditional Use Permit for the property located at 6500 Hickman Road that allows for the conditional use within the Community Commercial Zoning District of Residential, Multi-Family.

Attachments

1. Application Materials (as submitted)
2. Site Plan
3. Conditional Use Permit and Conditions
4. Nuisance Letter(s) for 6500 Hickman Road
5. Safe Building Findings from Walkthrough of Site



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Fax: (515) 233-4430
Bolton-Menk.com

SITE ADDRESS
6500 HICKMAN ROAD
WINDSOR HEIGHTS, IOWA 50324

SITE AREA
2.65 ACRES (115,703 SQ.FT.)

ZONING
CC - COMMUNITY COMMERCIAL
ADJACENT ZONING:
NORTH: EX1 - MIXED USE
EAST: CC - COMMUNITY COMMERCIAL
SOUTH: R2 - SINGLE-FAMILY RESIDENTIAL
WEST: CC - COMMUNITY COMMERCIAL

SETBACKS
FRONT YARD: 25'
SIDE YARD: 5'
REAR YARD: 15'

BUILDINGS
EXISTING: 6 TOTAL
OWNERS:
-WINDSOR COURT APARTMENTS LLC
-BBT RENTALS LLC
-US WEST NEW VECTOR

EXISTING USE
HOTEL MOTEL

PROPOSED USE
RESIDENTIAL - MULTI-FAMILY

BUILDING HEIGHT
MAX BUILDING HEIGHT: 2 STORY

BUILDING COVERAGE
MAXIMUM BUILDING COVERAGE: 50%
BUILDING COVERAGE PROVIDED: 14% (15,684 SQ. FT.)

RESIDENTIAL UNITS PER ACRE
MAXIMUM RESIDENTIAL UNITS PER ACRE: 20
TOTAL ACRES: 2.65
TOTAL NUMBER OF RESIDENTIAL UNITS: 41
TOTAL NUMBER OF RESIDENTIAL UNITS PER ACRE: .06

OPEN SPACE
EXISTING: 56% (64,908 SQ.FT.)
PROPOSED: 56% (65,031 SQ.FT.)

IMPERVIOUS SPACE
MAXIMUM IMPERVIOUS COVERAGE: 65%
EXISTING: 44% (50,795 SQ.FT.)
PROPOSED: 44% (50,672 SQ.FT.)

PARKING
REQUIRED: 1 PARKING STALL PER UNIT ALONG WITH 1 H.C. STALL PER 25 REQUIRED PARKING STALLS.
TOTAL NUMBER OF UNITS: 41
TOTAL NUMBER OF PARKING STALLS REQUIRED: 41 PARKING STALLS PLUS 2 H.C. PARKING STALLS.
TOTAL NUMBER OF PARKING STALLS PROVIDED: 53 PARKING STALLS INCLUDING 2 H.C. PARKING STALLS.

DISTURBED AREAS
ALL DISTURBED AREAS SHALL BE SEEDED OR SODDED.
THE DISTURBED AREA FOR THIS SITE IS LESS THAN 1 ACRE, THEREFORE A NPDES PERMIT IS NOT REQUIRED.

FLOODPLAIN
PER FEMA MAP #19153C0327F, THE SITE IS LOCATED IN ZONE X, AREA OF MINIMAL FLOOD HAZARD

FAA
PER FAA NOTICE CRITERIA TOOL, SITE DOES NOT EXCEED NOTICE CRITERIA UP TO 100 FT HEIGHT (FOR POSSIBLE CRANE HEIGHT) AND THEREFORE FILING WITH THE FAA IS NOT REQUIRED.

DEVELOPER
MILA SCHWARZ, TEN13 PROPERTIES
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PHONE: 515-988-6452
EMAIL: MILA@TEN13PROPERTIES.COM

CITY CONTACT
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PHONE: 515-259-9190 EXT. 3535
EMAIL: TREY.ROUSE@BOLTON-MENK.COM

ENGINEER/ LAND SURVEYOR
PELDS DESIGN SERVICES
2323 DIXON ST
DES MOINES, IOWA 50316
PROJECT CONTACT: ELARA JONDLE
PHONE: (515) 265-8196
EMAIL: ELARA@PELDS.COM

ARCHITECT
K.P. INTERIOR IMPRESSIONS
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BOUTON, IOWA 50039
PROJECT CONTACT: KENDRA PEDICINI
PHONE: (515) 601-0926
EMAIL: KENDRA@KPIINTERIORIMPRESSIONS.COM

ADJACENT PROPERTY OWNERS:
1) NEW TKG-STORAGE/ART PARTNERS PORTFOLIO LLC
215 N STADIUM BLVD. STE 207
COLUMBIA, MO. 65203-1160
2) KNAPP PROPERTIES
5000 WESTOWN PKWY STE 400
WEST DES MOINES, IA. 50266-5921
3) WINDSOR CROSSING SENIOR APARTMENTS LLC
3512 INGERSOLL AVE
DES MOINES, IA. 50312-3407
4) COLIN J THURSTON
6509 LINCOLN AVE.
WINDSOR HEIGHTS, IA. 50324-5923
5) PAMELA M QUINLAN
6513 LINCOLN AVE.
WINDSOR HEIGHTS, IA. 50324-5923
6) MARCELA LITUMA
6517 LINCOLN AVE.
WINDSOR HEIGHTS, IA. 50324-5923

LEGAL DESCRIPTION:
Lots 7 1/2 and 8 and Lot 7 except the South 150 feet thereof and except those portions of said Lots conveyed to the State of Iowa by Warranty Deed filed in Book 4147, Page 654, and the West 70 feet of the North 395 feet of Lot 6 except that conveyed to the State of Iowa by Warranty Deed filed in Book 4145, Page 107 and except those parts acquired by the State of Iowa by Condemnation filed December 20, 2010 and recorded in Book 13723, Page 85, all in Suburban Farms, an Official Plat, now included in and forming a part of the City of Windsor Heights, Polk County, Iowa.

SITE IMPROVEMENTS

FOR

WINDSOR COURT APARTMENTS

6500 HICKMAN ROAD

WINDSOR HEIGHTS, IOWA



SHEET INDEX

- | | |
|-------------------------|----------------------------|
| C-001 - COVER SHEET | C-201 - GRADING SHEET |
| C-002 - NOTE SHEET | C-301 - UTILITY SHEET |
| C-003 - TOPO SHEET | C-701 - LANDSCAPING SHEET |
| C-100 - DEMO SHEET | AL-401 - TRASH ENCLOSURE |
| C-101 - LAYOUT SHEET | E-101 - SITE LIGHTING PLAN |
| C-103 - DIMENSION SHEET | |

LEGEND:

<p>F.F. FINISHED FLOOR</p> <p>+/- MORE OR LESS</p> <p>123.45G GUTTER ELEVATION</p> <p>123.45TC TOP OF CURB ELEVATION</p> <p>123.45/(123.45) EXISTING/ PROPOSED ELEVATION</p> <p>FL FLOWLINE ELEVATION</p> <p>CP CONTROL POINT</p> <p>CC CALCULATED CORNER</p> <p>FC FOUND CORNER</p>	<p>▲ CALCULATED SECTION CORNER</p> <p>△ FOUND SECTION CORNER</p> <p>□ PARKING SPACE</p> <p>□ SIGN</p> <p>□ STREET LIGHT</p> <p>□ POWER POLE</p> <p>□ LIGHT POLE</p> <p>□ AREA LIGHT</p> <p>□ ELEC. TRANSFORMER</p> <p>□ ELEC. METER</p> <p>□ ELEC. BOX</p>	<p>⊙ ELEC. MANHOLE</p> <p>⊙ ELEC. VAULT</p> <p>⊙ GUY ANCHOR</p> <p>⊙ UTILITY PEDESTAL</p> <p>⊙ CABLE TV JUNCTION BOX</p> <p>⊙ GAS VALVE</p> <p>⊙ GAS METER</p> <p>⊙ SANITARY SEWER MANHOLE</p> <p>⊙ STORM SEWER MANHOLE</p> <p>⊙ CLEANOUT</p> <p>⊙ DOWNSPOUT</p>	<p>□ SINGLE INTAKE</p> <p>□ AREA INTAKE</p> <p>□ THROAT INTAKE</p> <p>□ FLARED END SECTION</p> <p>□ VALVE</p> <p>□ FIRE HYDRANT</p> <p>□ WATER METER</p> <p>□ WATER VALVE</p> <p>□ WATER TEE</p> <p>□ P XX PROPOSED UTILITY LINE</p> <p>□ E XX EXISTING UTILITY LINE</p>	<p>— CATV — CABLE TELEVISION</p> <p>— FO — FIBER OPTIC</p> <p>— G — GAS LINE</p> <p>— OHE — OVERHEAD ELEC.</p> <p>— OHT — OVERHEAD TEL.</p> <p>— SAN — SANITARY SEWER</p> <p>— ST — STORM SEWER</p> <p>— UGE — UNDERGROUND ELEC.</p> <p>— UGT — UNDERGROUND TEL.</p> <p>— W — WATER</p> <p>□—□—□ FENCE LINE</p>
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LICENSED PROFESSIONAL ENGINEER & LAND SURVEYOR

VOLDEMARS L PELDS

18842

IOWA

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

VOLDEMARS L. PELDS, P.E. IA. LIC. NO. 18842 DATE _____

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2025

ADDITIONAL PAGES OR SHEETS COVERED BY THIS SEAL (NONE UNLESS INDICATED HERE): C-001 - C-701

PELDS DESIGN SERVICES

Architecture | Engineering | Surveying

2323 Dixon Street, Des Moines, Iowa 50316 | PO Box 4626, Des Moines, Iowa 50305 | Ph: 515 265 8196

WINDSOR COURT APARTMENTS

6500 HICKMAN ROAD

WINDSOR HEIGHTS, IOWA

PRELIMINARY

DATE: _____	DRAWN BY: L. BURKE	SCALE: _____	LATEST REVISION: _____	DRAWING NO: 24-068
FILE PATH: J:\2024\Projects\24-068 6500 Hickman Rd - Windsor Hts\Engineering\Sheet Set			C-001 - COVER SHEET	

GENERAL NOTES

- THE LOCAL JURISDICTION MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK. THE LOCAL JURISDICTION IS THE CITY OF WINDSOR HEIGHTS.
- ALL PROPOSED MATERIALS AND STRUCTURES SHALL BE APPROVED BY THE LOCAL JURISDICTION AND BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST SUDAS STANDARDS. ALL PROVIDED SUDAS DETAILS ARE FOR REFERENCE ONLY AND THE LATEST VERSIONS SHALL BE IMPLEMENTED.
- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPROPRIATE SAFETY REGULATIONS.
- ALL NECESSARY CONSTRUCTION SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES REQUIRED DURING CONSTRUCTION WILL BE FURNISHED BY THE CONTRACTOR. SIGNS, BARRICADES, AND OTHER TRAFFIC CONTROL DEVICES MUST BE IN CONFORMANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS."
- PELDS DESIGN SERVICES SHALL NOT BE LIABLE FOR ANY INJURIES THAT HAPPEN ON SITE. THIS SHALL INCLUDE BUT NOT BE LIMITED TO TRENCH COLLAPSES FROM VARYING SOIL CONDITIONS OR INJURIES CAUSED BY UNDERGROUND UTILITIES INCLUDING UTILITIES THAT ARE NOT SHOWN ON PLAN.
- THE CONTRACTOR IS LIABLE FOR ALL DAMAGES TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN PROVIDING FOR STORM WATER FLOW DURING CONSTRUCTION. DO NOT RESTRICT FLOWS IN EXISTING DRAINAGE CHANNELS, STORM SEWER, OR FACILITIES.
- IF A PRE-CONSTRUCTION MEETING IS REQUIRED PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO COORDINATE THIS MEETING.
- LABORATORY TESTS SHALL BE PERFORMED BY THE OWNER UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL PROVIDE SAMPLES OF MATERIAL REQUIRED FOR LABORATORY TESTS AND TESTING IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
- THE CONTRACTOR SHALL PROTECT ALL STRUCTURES NOT SHOWN AS REMOVALS ON THE PLANS.
- THE CONTRACTOR SHALL OBTAIN ANY AND ALL NECESSARY PERMITS PRIOR TO ANY CONSTRUCTION. CONTRACTOR SHALL WORK WITH OWNER OR OWNER'S REPRESENTATIVE ON ALL REQUIRED STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES AND THE LOCAL JURISDICTION.
- THE CONTRACTOR SHALL PICK UP ANY DEBRIS SPILLED ONTO THE ADJACENT RIGHT OF WAY OR ABUTTING PROPERTIES AS THE RESULT OF CONSTRUCTION, AT THE END OF EACH WORK DAY.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL MUD THAT HAS BEEN TRACKED OR WASHED UNTO ADJACENT PROPERTY OR RIGHT OF WAY UNTIL SUCH TIME THAT PERMANENT VEGETATION HAS BEEN ESTABLISHED.
- DISPOSE OF ALL EXCESS MATERIALS AND TRASH IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS. PROVIDE WASTE AREAS OR DISPOSAL SITES OR EXCESS MATERIALS NOT DESIRABLE FOR INCORPORATION INTO THE PROJECT.
- ALL CONSTRUCTION WITHIN THE PUBLIC R.O.W./EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS SHALL COMPLY WITH THE LOCAL JURISDICTION.
- THE CONTRACTOR SHALL CONTACT THE LOCAL JURISDICTION TO SCHEDULE ANY REQUIRED INSPECTIONS AT LEAST ONE WEEK PRIOR TO ANY CONSTRUCTION WITHIN PUBLIC R.O.W./EASEMENTS, AND/OR ANY CONNECTION TO PUBLIC SEWERS AND STREETS
- IN THE EVENT OF ANY CONFLICTING NOTES BETWEEN THE COVER SHEET AND ALL OTHER SHEETS, THE NOTES ON THE COVER SHEET SHALL SUPERCEDE ALL OTHERS
- IN THE EVENT OF ANY CONFLICTING INFORMATION BETWEEN THE LABEL, ELECTRONIC CAD FILE, AND THE ELECTRONIC SURFACE, THE DESIGN ENGINEER SHALL BE CONTACTED FOR CLARIFICATION

SURVEY NOTES

- SURVEY WORK WAS COMPLETED BY PELDS DESIGN SERVICES IN JUNE 2024. SEE SITE SURVEY PROVIDED AS PART OF THIS SET OF PLANS FOR EXISTING SITE CONDITIONS AND BOUNDARY INFORMATION.

STAKING NOTES

- IT IS RECOMMENDED FOR THE CONTRACTOR TO HAVE ALL STAKING DONE UNDER THE SUPERVISION OF A LICENSED LAND SURVEYOR AND IN COORDINATION WITH THE PROJECT ENGINEER.
- IT IS RECOMMENDED FOR THE CONTRACTOR TO HAVE ALL STAKING DONE DIRECTLY UNDER THE GENERAL CONTRACTOR BY A SINGLE COMPANY.
- STAKING DOES NOT RELIEVE CONTRACTOR OF ULTIMATE RESPONSIBILITY TO CONSTRUCT THE PROJECT PER PLAN.

DEMO NOTES

- SAWCUT & REMOVE ALL PAVEMENT TO FULL DEPTH OF SLAB.
- PROTECT ALL TREES NOT CALLED OUT FOR REMOVAL WITH ORANGE CONSTRUCTION FENCE AT THE DRIP LINE.
- PAVEMENT STRIPING CALLED OUT FOR REMOVAL SHALL BE SANDBLASTED. NO GRINDING WILL BE ALLOWED.
- PROPERLY DISCONNECT ALL PUBLIC AND PRIVATE UTILITIES, AS NECESSARY.
- COMPLY WITH LOCAL, STATE, AND FEDERAL REGULATIONS TO REMOVE AND PROPERLY DISPOSE OF SIDEWALKS, STEPS, DRIVEWAYS, AND STRUCTURES (INCLUDING BOTH ABOVE GROUND AND BELOW GROUND ELEMENTS).
- COMPLY WITH LOCAL, STATE, AND FEDERAL REGULATIONS TO REMOVE FUEL TANKS, SEPTIC TANKS, CISTERNS, AND ANY OTHER UNDERGROUND FACILITIES; AND TO PROPERLY DISPOSE OF ANY LIQUIDS OR PRODUCTS CONTAINED WITHIN THESE ITEMS.
- PLACE BACKFILL MATERIAL IN HOLES AND DEPRESSIONS, GRADE THE SITE, AND ESTABLISH GROUND COVER.
- PROTECT EXISTING FIRE HYDRANTS, STREET LIGHTS, TRAFFIC SIGNALS, UTILITY POLES, FIRE ALARM BOXES, WIRE CABLES, UNDERGROUND UTILITIES, AND OTHER APPURTENANCES IN THE VICINITY OF THE DEMOLITION SITE
- COMPLY WITH NOISE POLLUTION REQUIREMENTS AND ANY WORKING HOUR RESTRICTIONS OF THE JURISDICTION.
- MAINTAIN OR RE-ESTABLISH ALL TILES, ROADWAY SUBDRAINS, CULVERTS, OR OTHER DRAINAGE FACILITIES NOT IDENTIFIED IN THE CONTRACT DOCUMENTS FOR REMOVAL.
- IMPLEMENT THE APPROVED EROSION AND SEDIMENT CONTROL PLAN FOR EACH SITE PRIOR TO INITIATING DEMOLITION BY PLACING ALL REQUIRED DEVICES; INCLUDE MEASURES TO PREVENT TRACKING OF MUD ONTO ADJACENT STREETS OR ALLEYS.
- COMPLY WITH ALL APPLICABLE AIR POLLUTION REQUIREMENTS OF THE JURISDICTION. USE WATER OR APPROPRIATE CHEMICALS FOR CONTROL OF DUST IN THE DEMOLITION AREA, ON HAULING EQUIPMENT, ON ADJACENT ROADWAYS, AND WHEN GRADING THE SITE.
- TAKE STEPS TO PREVENT THE GENERATION OF LITTER DURING DEMOLITION AND COLLECT ALL LITTER FROM THE DEMOLITION AREA AT THE END OF EACH WORKING DAY. LOAD TRUCKS TO PREVENT LEAKAGE OR BLOWING OF DEBRIS.
- REMOVE ALL CONCRETE, ASPHALT, OR MASONRY SLABS AND APPURTENANCES.
- REMOVE AND DISPOSE OF ALL BRUSH, SHRUBS, TREES, LOGS, DOWNED TIMBER, AND OTHER YARD WASTE ON THE SITE UNLESS OTHERWISE SPECIFIED IN THE CONTRACT DOCUMENTS. DO NOT MIX WITH DEMOLITION MATERIAL. REMOVE STUMPS TO A MINIMUM OF 2 FEET BELOW FINISH GRADE. PROTECT ANY TREES OR OTHER VEGETATION NOT DESIGNATED FOR REMOVAL BY PLACING A FENCE AT THE DRIP LINE ENCOMPASSING THE ENTIRE TREE AND KEEPING ALL OPERATIONS OUTSIDE OF THE FENCED IN AREA, INCLUDING STORAGE OF EQUIPMENT OR MATERIALS. AT NO ADDITIONAL COST TO THE CONTRACTING AUTHORITY, REPLACE ANY TREES THAT ARE DESIGNATED FOR PROTECTION BUT ARE DAMAGED BEYOND TREATMENT. THE ENGINEER WILL DETERMINE SIZE AND SPECIES OF THE REPLACEMENT TREE.
- SAW-CUT ALL HARD SURFACING AT LOCATION OF REMOVAL LIMITS.
- WHERE SELECTIVE DEMOLITION IS SHOWN AT PAVED AREAS, DEMOLISH THE EXISTING PAVING BACK TO AN EXISTING CONTROL JOINT NEAR THE LOCATION SHOWN.

WETLAND NOTES

- PELDS DESIGN SERVICES DOES NOT PERFORM WETLAND STUDIES OR WETLAND MITIGATION. IT IS THE OWNER'S RESPONSIBILITY TO DETERMINE IF ANY WETLANDS ARE LOCATED ON THE PROJECT SITE AND PERFORM ANY NECESSARY MITIGATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

DISCLAIMER

- THIS DRAWING IS BEING MADE AVAILABLE BY PELDS DESIGN SERVICES (P.D.S.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH P.D.S.'S AGREEMENT FOR PROFESSIONAL SERVICES. P.D.S. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.
- P.D.S. DISCLAIMS ANY AND ALL LIABILITY OR RESPONSIBILITY FOR INFORMATION THAT DOES NOT BEAR THE ORIGINAL SEAL AND SIGNATURE OF THE PROFESSIONAL IN CHARGE.

CIVIL ENGINEERING NOTES FOR WINDSOR COURT APARTMENTS 6500 HICKMAN ROAD WINDSOR HEIGHTS, IOWA

UTILITY NOTES

- QUANTITY CALLOUTS ON PIPE LENGTHS ARE APPROXIMATE AND SHOULD BE USED FOR REFERENCE ONLY.
- PIPE LENGTHS CALLED OUT ON PLANS DO NOT INCLUDE FLARED END SECTION, WHERE APPLICABLE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES. ANY DAMAGE TO SAID UTILITIES SHALL BE REPAIRED TO THE SATISFACTION OF THE OWNER AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL RELOCATE EXISTING UTILITIES AS NECESSARY, SHOWN OR NOT SHOWN.
- THE CONTRACTOR SHALL COORDINATE WITH THE CITY ON ALL SIZE, DEPTHS, AND MATERIALS OF ALL PROPOSED UTILITIES.
- THE CONTRACTOR MUST PROVIDE AS-BUILTS OF ALL UTILITIES, INCLUDING DEPTH AND LOCATION OF ALL SERVICES IF REQUIRED BY CITY.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE APPROPRIATE UTILITY COMPANIES PRIOR TO CONNECTION OR DISCONNECTION OF A SERVICE LINE.
- CONTRACTOR IS TO COMPLY WITH THE LATEST SUDAS SPECIFICATIONS FOR MAINTENANCE, INSTALLATION, AND TESTING FOR CONSTRUCTION.
- THE CONTRACTOR SHALL COORDINATE THE ADJUSTMENT OF ANY AND ALL EXISTING AND PROPOSED UTILITIES TO PROPOSED GRADES. EXISTING UTILITIES SHALL BE RAISED OR LOWERED IN ACCORDANCE WITH THE UTILITY OWNER REQUIREMENTS. ANY NECESSARY ADJUSTMENTS SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
- ACTIVE EXISTING FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE REPAIRED, REROUTED, OR CONNECTED TO PUBLIC OR PRIVATE STORM SEWER TO REMAIN IN SERVICE. THE TILE SHOULD BE DIRECTED TO PUBLIC STORM SEWER IF POSSIBLE. THE CONTRACTOR SHALL RECORD THE ELEVATION AND LOCATION OF ALL TILES.
- ALL RIP RAP CALLED OUT ON PLANS SHALL BE UNDERLAIN WITH ENGINEERING FABRIC.
- ALL STRUCTURE SIZES CALLED OUT ON PLANS ARE MINIMUM INSIDE WALL DIMENSIONS.
- ALL PROPOSED UTILITIES SHALL BE PRIVATE, UNLESS NOTED OTHERWISE.
- ALL STRUCTURES CALLED OUT AS "MODIFIED" OR "SPECIAL" SHALL BE ENGINEERED BY THE PRECASTER TO ENSURE STRUCTURE STABILITY. MODIFICATIONS INCLUDE ADDITIONAL WALL LENGTH TO ACCOUNT FOR LARGE PIPE DIAMETERS AND ADDITIONAL WALL WIDTH & BASE DEPTH TO ACCOUNT FOR DEEPER STRUCTURES. ANY AND ALL MODIFICATIONS TO STANDARD STRUCTURES SHALL BE CONSIDERED INCIDENTAL TO BID

ELECTRICAL SERVICE NOTES

- ALL SITE LIGHTING SHALL NOT SPILL ONTO ADJACENT PROPERTIES OR RIGHT-OF-WAYS
- TRANSFORMER PAD IS SHOWN FOR REFERENCE ONLY AND MAY NOT BE DRAWN TO ACTUAL SIZE. PAD SHALL CONFORM TO ALL UTILITY COMPANY DESIGN STANDARDS AND SPECIFICATIONS.

SANITARY SERVICE NOTES

- SANITARY SEWER SERVICE CONNECTIONS SHALL BE PLACED AT A SLOPE OF NO LESS THAN 2% FOR A 4" PIPE AND 1% FOR A 6" PIPE. SERVICES SHALL MAINTAIN 18" OF VERTICAL SEPARATION FROM THE WATER MAIN WITH 18" OF COMPACTED LOW PERMEABILITY SOIL BETWEEN THE UTILITIES WITHIN 10' OF THE CROSSING.

STORM WATER SERVICE NOTES

- ALL STORM SEWER IN THE ROW SHALL BE RCP (CLASS III RCP), UNLESS OTHERWISE SPECIFIED.
- ALL PROPOSED RCP STORM SEWER PIPE JOINTS SHALL BE FABRIC WRAPPED AND THE LAST 3 PIPE SECTIONS ON THE APRON SHALL BE TIED WITH RF-14 TYPE II CONNECTORS. ALL APRONS SHALL HAVE A STANDARD FOOTING AND TRASH GUARD.
- ALL SUMP SERVICE LINES SHALL HAVE TRACE WIRE
- WATER SERVICE NOTES
- WATER SERVICE SHALL BE TYPE K COPPER, DIP OR HDPE, DEPENDING ON SIZE AND JURISDICTIONAL REQUIREMENTS. IF CONTAMINATED OR "HOT" SOILS, ENSURE APPROPRIATE PIPE IS BEING UTILIZED. SIZE OF WATER MAIN AS SHOWN ON PLANS.
- TRACER WIRE SHALL BE ADDED TO ALL WATER MAIN, AND BROUGHT TO THE SURFACE AT EVERY HYDRANT.
- THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED AND SHALL BE CONSIDERED INCIDENTAL TO WATER MAIN CONSTRUCTION.
- ANY AND ALL HYDRANT AND VALVE EXTENSIONS, TOGETHER WITH VERTICAL BENDS, SHALL BE CONSIDERED INCIDENTAL TO WATER MAIN CONSTRUCTION. NO ADDITIONAL PAYMENT WILL BE PROVIDED FOR INCIDENTAL ITEMS.
- ALL WATER LINES SHALL HAVE A MINIMUM OF 5.5 FEET OF COVER UNLESS NOTED OTHERWISE.

EXISTING UTILITIES NOTE

- THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION: IOWA ONE-CALL (1-800-292-8989).

UTILITY CONFLICT NOTES

- UTILITY CONFLICTS MAY EXIST ACROSS THE SITE WITH NEW UTILITIES, GRADING, PAVING ETC. MOST UTILITY CONFLICTS HAVE BEEN CALLED OUT FOR CONTRACTOR CONVENIENCE.
- CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY CONFLICTS BETWEEN AN EXISTING UTILITY AND PROPOSED CONSTRUCTION THAT ARE EITHER CALLED OUT ON THE PLANS OR NOT CALLED OUT.
- CONTRACTOR SHALL COMPLY WITH ALL DNR REQUIREMENTS FOR PIPE MATERIAL, PIPE JOINTS, AND ANY OTHER APPLICABLE REQUIREMENTS ANY TIME A STORM SEWER OR SANITARY SEWER CROSSES OVER OR LESS THAN 18" BELOW A WATER MAIN.
- FOR ALL CRITICAL CROSSINGS WITH EXISTING UTILITIES, THE ELEVATION OF THE EXISTING UTILITY SHALL BE FIELD VERIFIED PRIOR TO CONSTRUCTION. NOTIFY PELDS DESIGN SERVICES PRIOR TO CONSTRUCTION IF A CONFLICT EXISTS.

SPECIFICATIONS NOTES

- ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE LATEST VERSION OF THE URBAN STANDARDS SPECIFICATIONS FOR PUBLIC IMPROVEMENTS ON THE DATE OF APPROVAL AND THE LOCAL JURISDICTION SUPPLEMENTAL SPECIFICATIONS.
- IN THE EVENT OF A DISCREPANCY BETWEEN THE PROJECT SPECIFICATIONS AND THE LOCAL JURISDICTION REQUIREMENTS AND SPECIFICATIONS, PLUMBING CODE, AND URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENT, THE LOCAL JURISDICTION STANDARD SPECIFICATIONS SHALL GOVERN.
- FOR ALL SPECIFICATION DISCREPANCIES, THE PROJECT ENGINEER SHALL BE CONTACTED PRIOR TO PROCEEDING WITH CONSTRUCTION. IF THE ENGINEER IS NOT CONTACTED, CONTRACTOR SHALL BE RESPONSIBLE FOR ANY PROBLEMS THAT RESULT FROM SAID DISCREPANCIES.

REQUIRED AS-BUILT NOTES

- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COST OF AS-BUILT TOPO, IF REQUIRED BY CITY.
- CONTRACTOR SHALL CONTACT PELDS DESIGN SERVICES TO PERFORM SAID AS-BUILT SURVEYS.
- IF ANYTHING HAS BEEN CONSTRUCTED INCORRECTLY, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBSEQUENT AS-BUILT SURVEYS UNTIL ISSUES HAVE BEEN RECTIFIED.

PAVING NOTES

- THE PAVING/ GRADING CONTRACTOR SHALL BACKFILL THE PAVING SLAB AND FINE GRADE THE RIGHT OF WAY AS SOON AFTER THE PAVING AS POSSIBLE. ALL ROW AREAS SHALL BE SODDED IN ACCORDANCE WITH THE LOCAL JURISDICTION SPECIFICATIONS AND THE LATEST VERSION OF SUDAS.
- SEE DETAILS FOR ALL PAVEMENT THICKNESS.
- DETECTABLE WARNING PANEL(S) CALLED OUT ON PLANS SHALL BE PER A.D.A. REGULATIONS. PANEL TYPE & COLOR SHALL BE PER CITY STANDARD.
- SIDEWALKS SHALL HAVE EXPANSION JOINTS AT 100 FOOT INTERVALS AS REQUIRED BY CITY CODE
- ALL WALKS, PARKING LOTS, HANDICAP PARKING, RAMPS, ETC. SHALL COMPLY WITH ALL A.D.A. AND CITY CODES. HANDICAP PARKING SIGNAGE IS REQUIRED FOR ALL HANDICAP STALLS AND SHALL BE CONSIDERED INCIDENTAL. IN EVENT OF A DISCREPANCY BETWEEN THE PLANS AND THE A.D.A./CITY CODES THE A.D.A./CITY CODES SHALL GOVERN. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING A.D.A. CODES ARE MET.

PAVEMENT SAWCUT NOTES

- CONTRACTOR TO PROVIDE SAWCUT JOINTING PLAN PRIOR TO ANY CONCRETE PAVEMENT INSTALLATION.
- PAVEMENT MAY BE REQUIRED TO BE REMOVED AND REPLACED IF PLACED WITHOUT AN APPROVED PLAN.
- LONGITUDINAL JOINTS IN DRIVE LANES & THE OUTER MOST JOINT OF ALL PARKING AREAS SHALL BE SUDAS TYPE 'L-1' OR 'L-2' JOINTS AND HAVE STEEL. INTERIOR PARKING LOT JOINTS, OTHER THAN THE OUTER MOST JOINT, DO NOT NEED STEEL AND SHALL BE SUDAS TYPE 'B' OR TYPE 'K' JOINTS. ALL TRANSVERSE JOINTS SHALL BE SUDAS TYPE 'C' OR TYPE 'DW' JOINTS WITH STEEL IN THE CASE OF A DAY'S WORK JOINT.

SOIL NOTES

- STRIP AND STOCKPILE THE TOP 8 INCHES OF SOIL ON ALL DISTURBED AREAS. GRADING CONTRACTOR SHALL STOCKPILE TOPSOIL FOR SHOULDERING.
- SOD REQUIREMENT PER SUDAS: IN AREAS WHERE TOPSOIL HAS BEEN STRIPPED, A SODBED SHOULD BE CONSTRUCTED BY SPREADING A MINIMUM OF 6 INCHES OF TOPSOIL PRIOR TO SODDING. DEEPER TOPSOIL DEPTHS (8 TO 12 INCHES OR GREATER) ARE DESIRABLE AS THEY INCREASE THE ORGANIC MATTER AVAILABLE FOR USE BY THE PLANTS, ALLOW FOR DEEPER ROOT PENETRATION AND INCREASE THE MOISTURE HOLDING ABILITY OF THE SOIL.
- PERMANENT SEED REQUIREMENT PER SUDAS: IN ORDER TO PROVIDE AN ADEQUATE GROWING MEDIUM, A MINIMUM OF 8 INCHES OF TOPSOIL SHOULD BE PLACED OVER THE DISTURBED AREA PRIOR TO SEEDING. DEEPER TOPSOIL DEPTHS (8-12 INCHES OR GREATER) ARE DESIRABLE AS THEY INCREASE THE ORGANIC MATTER AVAILABLE FOR USE BY THE PLANTS, ALLOW FOR DEEPER ROOT PENETRATION AND INCREASE THE MOISTURE HOLDING ABILITY OF THE SOIL.
- TOPSOIL SHALL BE FREE OF ALL ROCK AND DEBRIS LARGER THAN 3/4" IN SIZE.
- TOPSOIL IS DEFINED AS: FERTILE, FRAGILE LOAM, CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH, FROM WELL DRAINED SITE FREE FROM FLOODING, NOT IN FROZEN OR MUDDY CONDITIONS; REASONABLE FREE FROM SUBSOIL, CLAY LUMPS, ROOTS, GRASS, WEEDS, STONES LARGER THAN 3/4 INCH IN DIAMETER, AND FOREIGN MATTER; ACIDITY RANGE (PH) OF 5.5 TO 7.5; CONTAINING MINIMUM 4 PERCENT AND MAXIMUM 20 PERCENT ORGANIC MATTER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.
- REFERENCE GEOTECHNICAL REPORT FOR ADDITIONAL SOILS INFORMATION INCLUDING BUT NOT LIMITED TO SUBGRADE INFORMATION, FOOTING DESIGN, AND ANY POSSIBLE OVER EXCAVATION DUE TO POOR SOILS. PAVEMENT SECTIONS ON THE PLANS GOVERN OVER PAVEMENT THICKNESS IN THE SOILS REPORT.

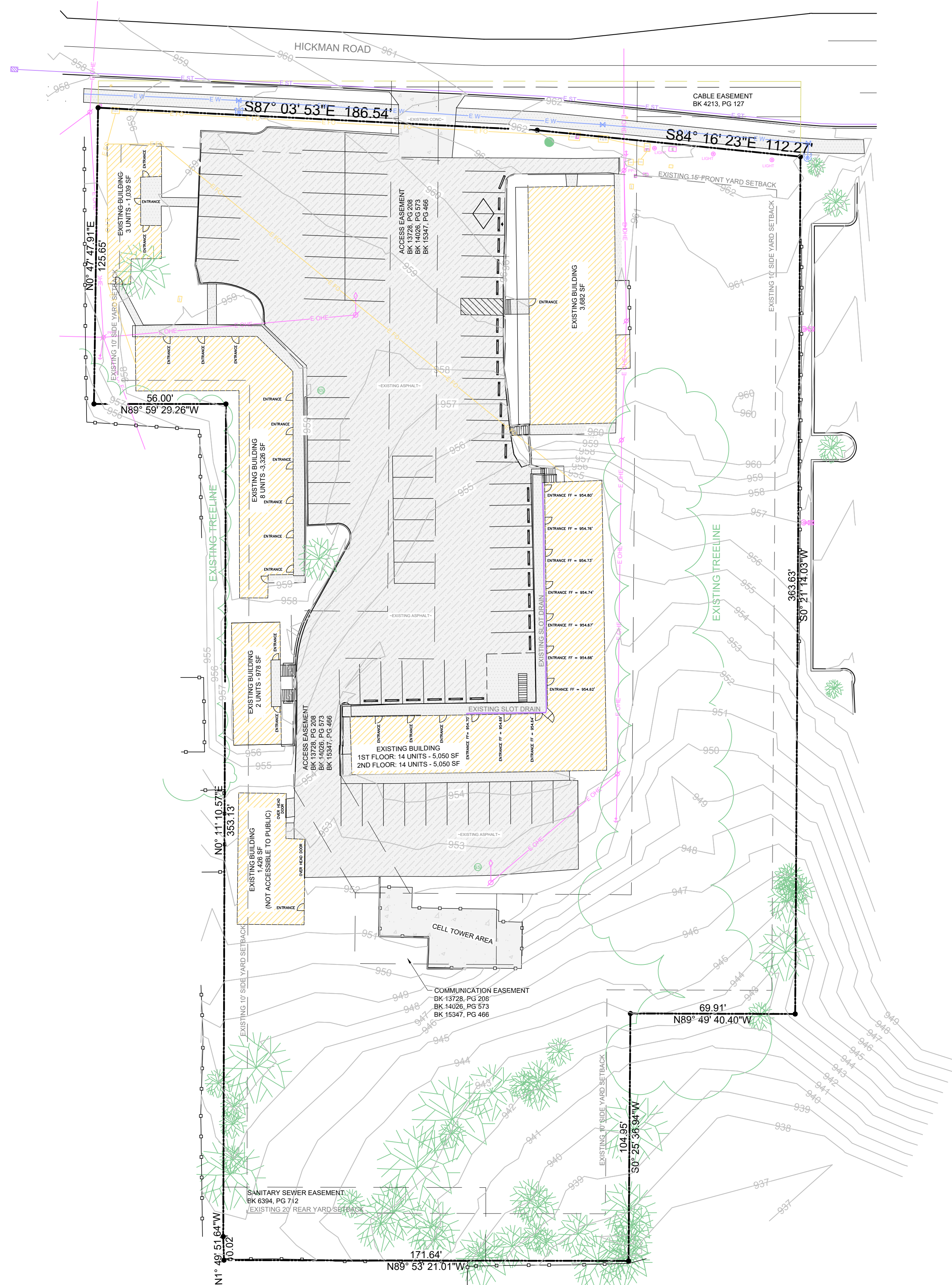
GRADING NOTES


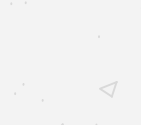

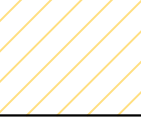
- AREAS TO RECEIVE STRUCTURAL FILL SHALL BE BENCHED. STRUCTURAL FILL SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR.
- PREPARE BOTTOM OF BENCH FOR FILL BY DISKING TO A DEPTH OF 12 INCHES AND COMPACT. ANY LOCALIZED AREAS WHICH CANNOT BE SATISFACTORILY COMPACTED OR WHICH SHOW EVIDENCE OF PUMPING ACTION SHALL BE UNDERCUT AND RE-COMPACTED WITH ON-SITE FILL MATERIALS.
- ALL AREAS WHICH ARE TO RECEIVE PAVING SHALL HAVE THE TOP 12 INCHES DISKED AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
- MAINTAIN ALL CUT AND FILL AREAS TO ACCOMMODATE SURFACE DRAINAGE.
- FINISH GRADE ON ALL NON-PAVED AREAS SHALL BE WITHIN 0.20 FT, AND PAVED AREAS SHALL BE WITHIN 0.10 FT OF THE PROPOSED GRADES SHOWN ON THE PLAN
- MAXIMUM ALLOWABLE GRADE ON ALL PROPOSED SLOPES IS 3:1.
- THE MOISTURE CONTENT SHALL NOT DEVIATE FROM THE OPTIMUM BY MORE THAN 2% IN STRUCTURAL FILL.
- MAXIMUM 2% CROSS-SLOPE ON ALL SIDEWALKS.
- GRADING AND EROSION CONTROL SHALL BE DONE IN ACCORDANCE WITH THE APPROVED GRADING PLAN, SWPPP, NPDES DOCUMENTS, AND IOWA DEPARTMENT OF NATURAL RESOURCES REQUIREMENTS.

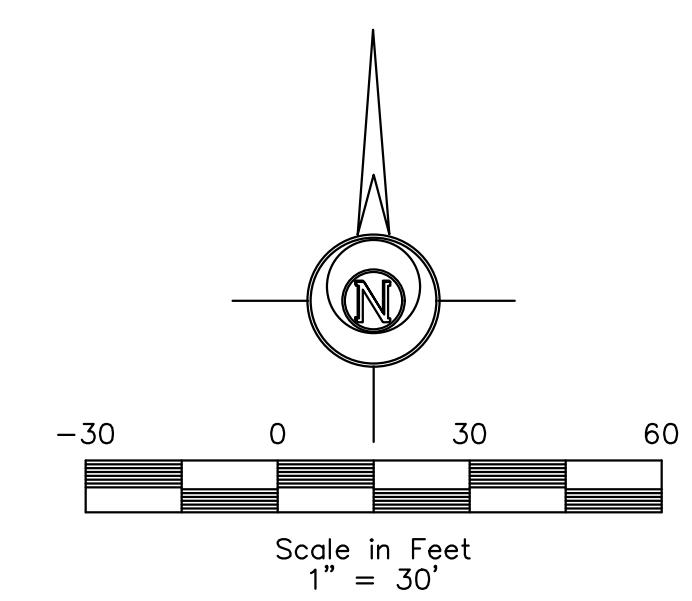
LANDSCAPING NOTES

- ALL SODDING & LANDSCAPE PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS, UNLESS SPECIFIED OTHERWISE.
- SEED OR SOD ALL DISTURBED AREAS WITHIN THE CONTRACT LIMITS, UNLESS NOTED OTHERWISE. SOD LIMITS SHOWN ON PLAN ARE FOR REFERENCE ONLY. FINAL LIMITS MAY CHANGE BASED ON CONSTRUCTION ACTIVITIES. SEED ALL DISTURBED AREAS OFF-SITE
- STAKE SOD ON ALL SLOPES 4:1 OR GREATER.
- PLANT QUANTITIES ARE FOR CONTRACTORS CONVENIENCE, THE DRAWING SHALL PREVAIL IF A CONFLICT OCCURS.
- ALL PLANT MATERIAL SHALL CONFORM TO THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1).
- CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE.
- CONTRACTOR SHALL PLACE SHREDDED HARDWOOD MULCH OR BRICK CHIPS OR WASHED STONE AROUND ALL TREES, SHRUBS AND GROUND COVER BEDS TO A DEPTH OF 4 INCHES, UNLESS NOTED.
- PROVIDE 6MIL MINIMUM PLASTIC BELOW ROCK/BRICK.
- THE LANDSCAPING CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED BEFORE STARTING ANY SITE WORK OR PLANTING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES.
- CONTRACTOR SHALL BE RESPONSIBLE MAINTAINING APPROPRIATE LEVEL OF WATERING FOR ALL NEW PLANTS FOR A PERIOD OF 30 DAYS.
- ALL BEDS TO RECEIVE GRANULAR PRE-EMERGENT WEED CONTROL BEFORE AND AFTER MULCH IS INSTALLED.

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TITLE: WINDSOR COURT APARTMENTS 6500 HICKMAN ROAD WINDSOR HEIGHTS, IOWA			
REVISIONS:		REVISIONS:	
PRELIMINARY			
COPYRIGHT DATE: ----	DRAWN BY: L. BURKE	SCALE:	DATE: 01.29.2025
PROJECT NO: 24-068		DRAWING NO: 24-068	
PROJECT: 24-068 Project/24-068 6500 Hickman Rd - Windsor Hts/Engineering/Sheet Set			C-002 - NOTE SHEET



-  EXISTING ASPHALT
(24,850 SQ. FT.)
-  EXISTING CONCRETE
-  EXISTING CONCRETE SIDEWALKS
-  EXISTING BUILDING



LEGEND:

+/-	MORE OR LESS	⊙	ELEC. MANHOLE
F.F.	FINISHED FLOOR	⊙	SANITARY SEWER MANHOLE
123.45G	GUTTER ELEVATION	⊙	STORM SEWER MANHOLE
123.45TC	TOP OF CURB ELEVATION	⊙	TRAFFIC MANHOLE
123.45/123.45	EXISTING/PROPOSED ELEVATION	⊙	CLEANOUT
FL	FLOWLINE ELEVATION	⊙	DOWNSPOUT
⊙	CONTROL POINT	⊙	AREA INTAKE
○	CALCULATED CORNER	⊙	SINGLE INTAKE
●	FOUND CORNER	⊙	THROAT INTAKE
△	CALCULATED SECTION CORNER	⊙	FLARED END SECTION
▲	FOUND SECTION CORNER	⊙	GAS VALVE
□	PARKING SPACE	⊙	FIRE HYDRANT
⊙	SIGN	⊙	WATER VALVE
⊙	STREET LIGHT	P XX	PROPOSED UTILITY LINE
⊙	POWER POLE	E XX	EXISTING UTILITY LINE
⊙	LIGHT POLE	CATV	CABLE TELEVISION
⊙	AREA LIGHT	FO	FIBER OPTIC
⊙	GUY ANCHOR	GAS	GAS LINE
⊙	UTILITY PEDESTAL	OHE	OVERHEAD ELEC.
⊙	ELEC. TRANSFORMER	OHT	OVERHEAD TEL.
⊙	ELEC. METER	SS	SANITARY SEWER
⊙	ELEC. BOX	ST	STORM SEWER
⊙	ELEC. VAULT	UGE	UNDERGROUND ELEC.
⊙	FIBER OPTIC VAULT	UGT	UNDERGROUND TEL.
⊙	GAS METER	W	WATER
⊙	CABLE TV JUNCTION BOX	---	FENCE LINE
⊙	WATER METER		



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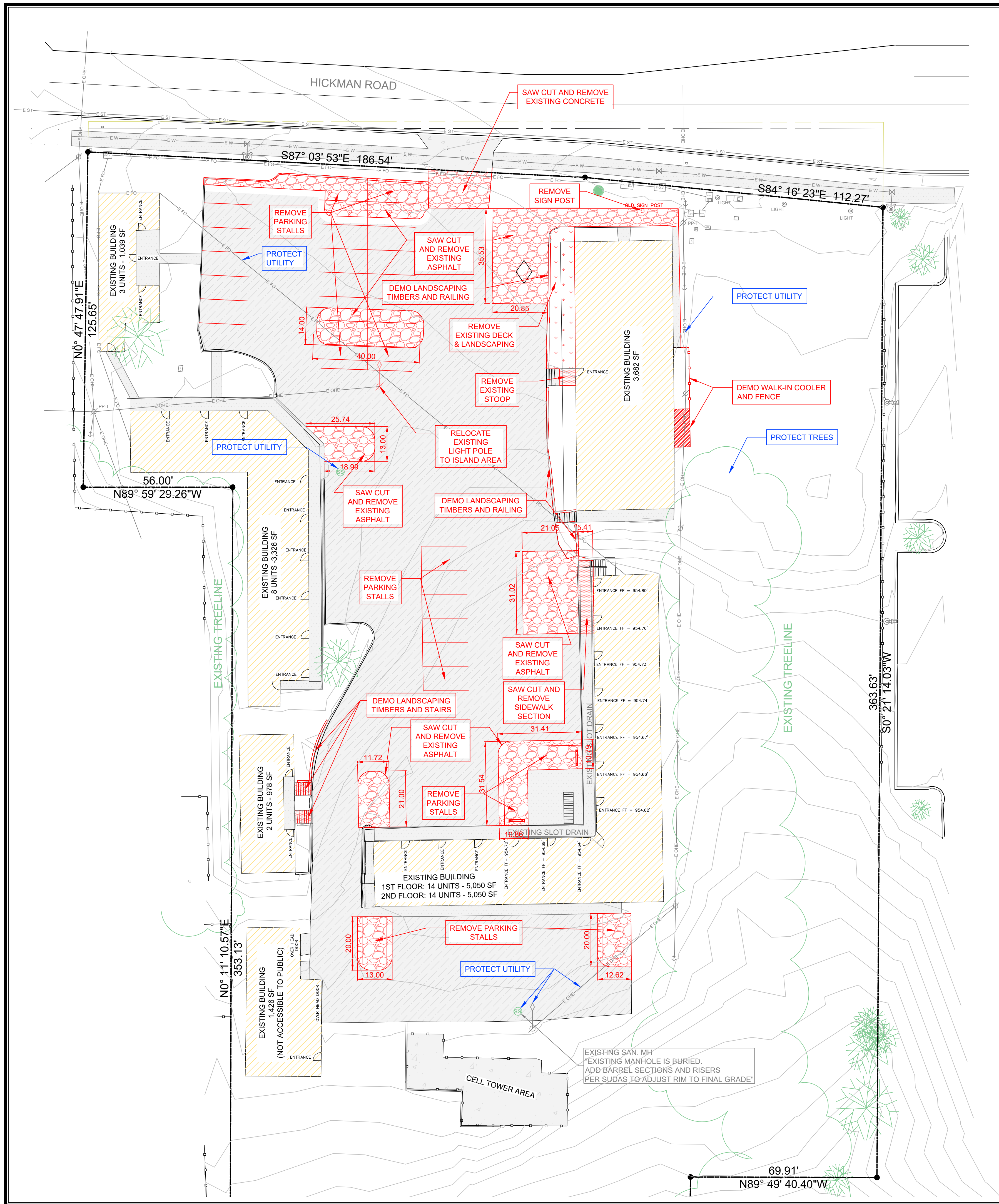
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WINDSOR COURT APARTMENTS
6500 HICKMAN ROAD
WINDSOR HEIGHTS, IOWA

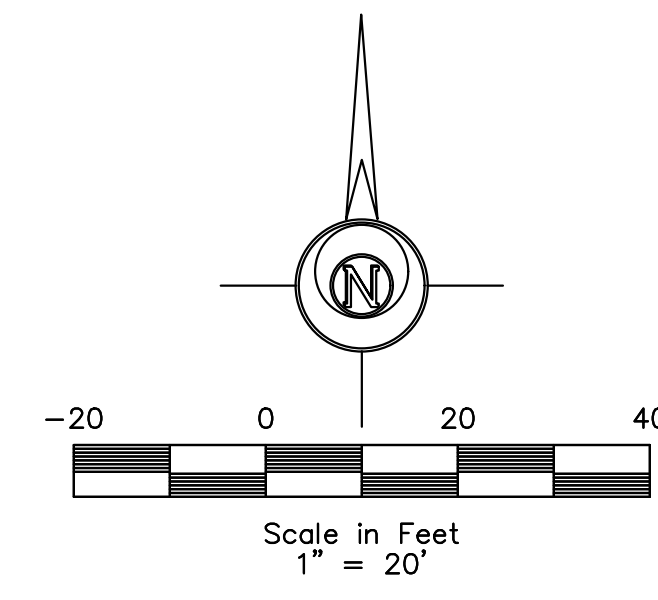
PRELIMINARY

DATE: 01.29.2025	SCALE: 1"=30'	DRAWING NO: 24-068
DRAWN BY: L. BURKE		REVISIONS:

C-003 - TOPO SHEET



- EXISTING ASPHALT (24,850 SQ. FT.)
- EXISTING CONCRETE
- EXISTING CONCRETE SIDEWALKS
- EXISTING BUILDING
- BUILDING DEMO
- ASPHALT DEMO (4,874 SQ. FT.)
- LANDSCAPE DEMO (494 SQ. FT.)
- SIDEWALK DEMO (247 SQ. FT.)



LEGEND:

+/-	MORE OR LESS	⊙	ELEC. MANHOLE
F.F.	FINISHED FLOOR	⊙	SANITARY SEWER MANHOLE
123.45G	GUTTER ELEVATION	⊙	STORM SEWER MANHOLE
123.45TC	TOP OF CURB ELEVATION	⊙	TRAFFIC MANHOLE
123.45/123.45	EXISTING/ PROPOSED ELEVATION	⊙	CLEANOUT
FL	FLOWLINE ELEVATION	⊙	DOWNSPOUT
⊙	CONTROL POINT	⊙	AREA INTAKE
⊙	CALCULATED CORNER	⊙	SINGLE INTAKE
⊙	FOUND CORNER	⊙	THROAT INTAKE
⊙	CALCULATED SECTION CORNER	⊙	FLARED END SECTION
⊙	FOUND SECTION CORNER	⊙	GAS VALVE
⊙	PARKING SPACE	⊙	FIRE HYDRANT
⊙	SIGN	⊙	WATER VALVE
⊙	STREET LIGHT	⊙	P XX — PROPOSED UTILITY LINE
⊙	POWER POLE	⊙	E XX — EXISTING UTILITY LINE
⊙	LIGHT POLE	⊙	CATV — CABLE TELEVISION
⊙	AREA LIGHT	⊙	FO — FIBER OPTIC
⊙	GUY ANCHOR	⊙	GAS — GAS LINE
⊙	UTILITY PEDESTAL	⊙	OHE — OVERHEAD ELEC.
⊙	ELEC. TRANSFORMER	⊙	OHT — OVERHEAD TEL.
⊙	ELEC. METER	⊙	SAN — SANITARY SEWER
⊙	ELEC. BOX	⊙	ST — STORM SEWER
⊙	ELEC. VAULT	⊙	UGE — UNDERGROUND ELEC.
⊙	FIBER OPTIC VAULT	⊙	UGT — UNDERGROUND TEL.
⊙	GAS METER	⊙	W — WATER
⊙	CABLE TV JUNCTION BOX	⊙	— — — — — FENCE LINE
⊙	WATER METER		

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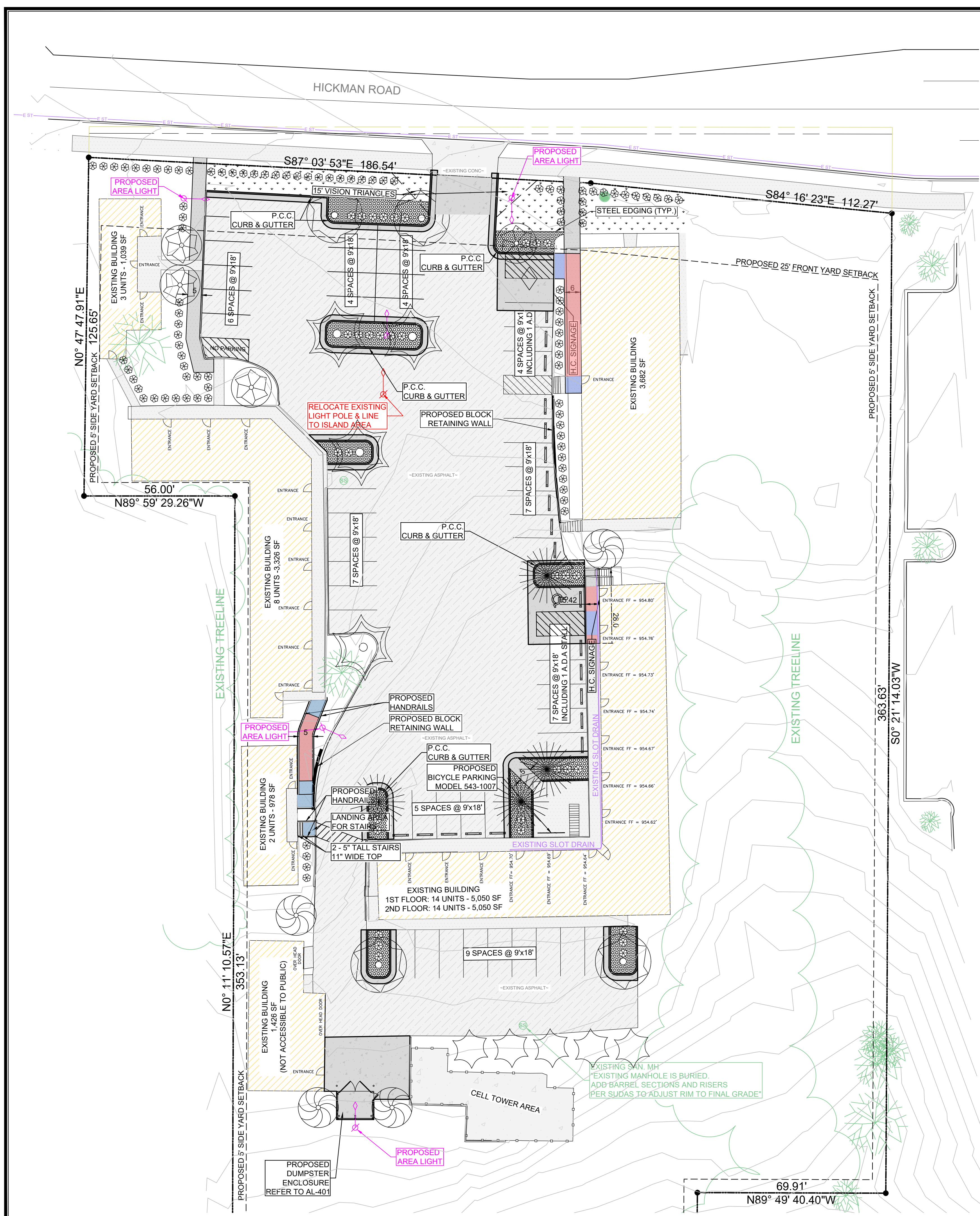
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WINDSOR COURT APARTMENTS
6500 HICKMAN ROAD
WINDSOR HEIGHTS, IOWA

PRELIMINARY

DATE: 01.29.2025	SCALE: 1"=20'	DRAWING NO: 24-068
DRAWN BY: L. BURKE		REVISIONS:

FILE PATH: J:\2024 Projects\24-068 Hickman Rd - Windsor Hts\Engineering\Sheet Set C-100 - DEMO SHEET

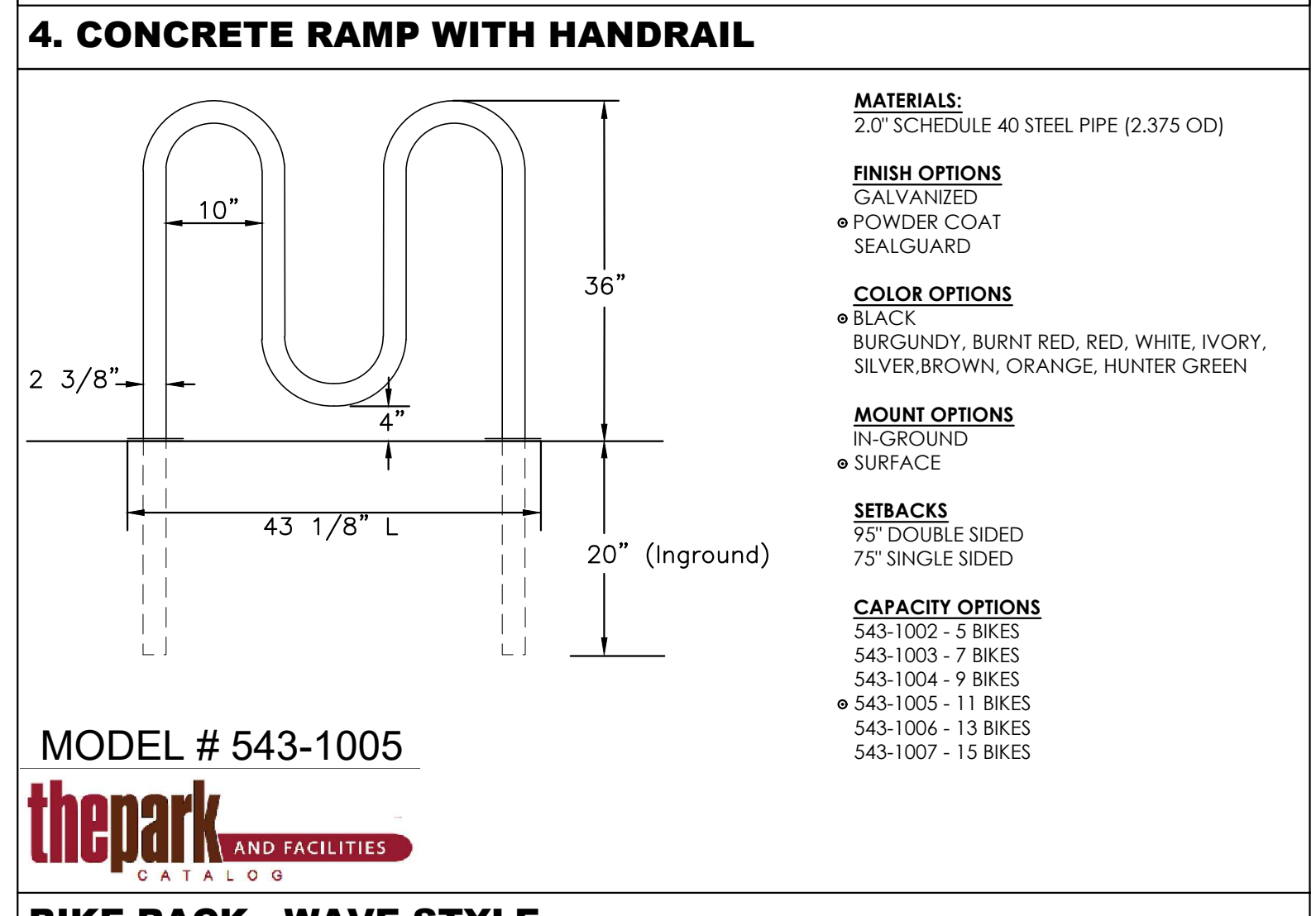
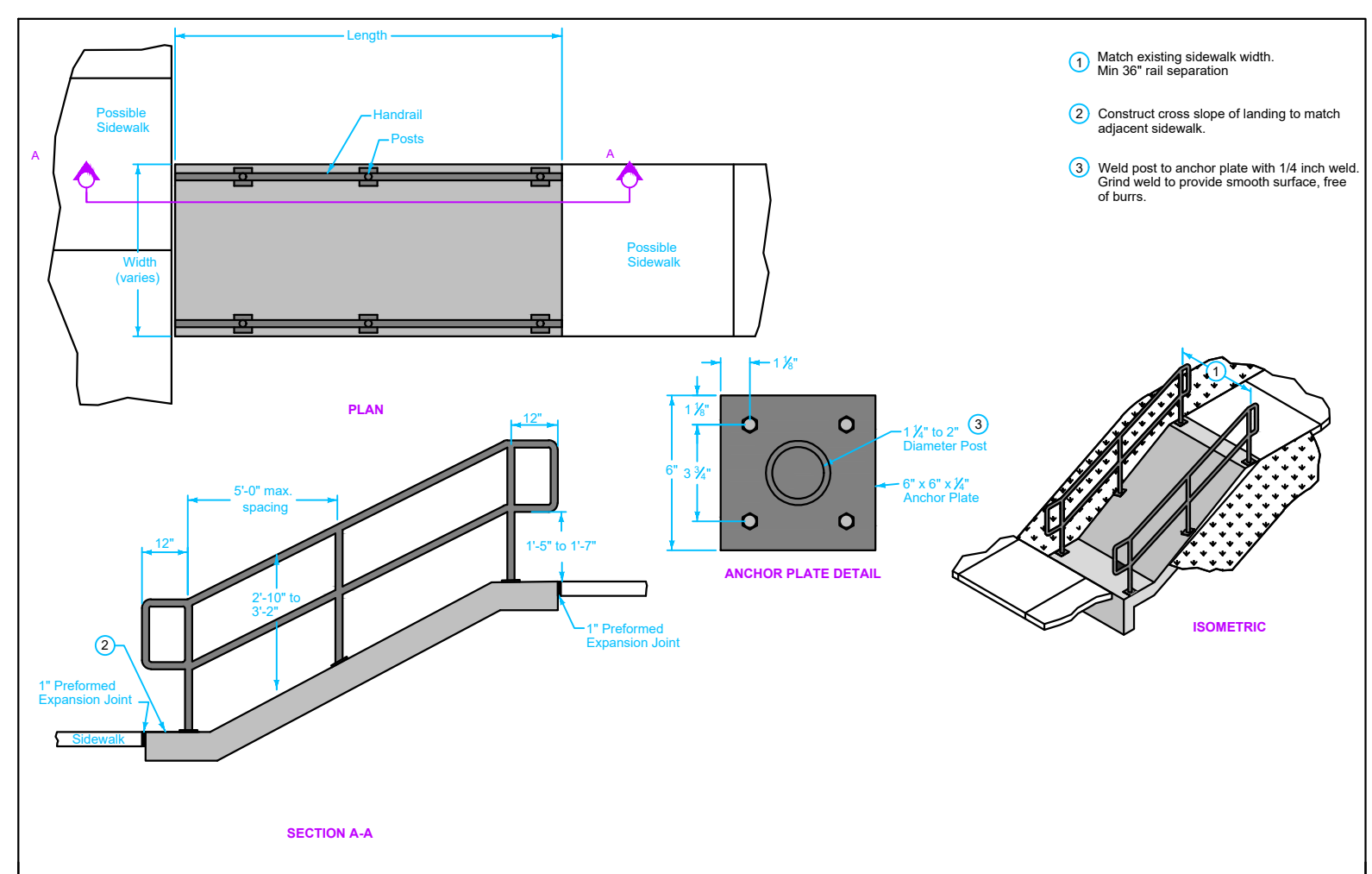


PARKING:
 TOTAL AREA OF SITE RESERVED FOR PARKING FACILITIES: 28,908 SQ. FT.
 OPEN SPACE WITHIN THE DEFINED PARKING AREA: 1,439 SQ. FT.
 PERCENTAGE OF TOTAL PARKING AREA: 25%

BICYCLE PARKING REQUIREMENTS:
 1 SHORT TERM SPACE REQUIRED PER 4 DWELLING UNITS.
 11 SHORT TERM SPACES REQUIRED

1 LONG TERM SPACE REQUIRED PER 10 DWELLING UNITS.
 4 LONG TERM SPACES REQUIRED

TOTAL NUMBER OF UNITS: 41
 TOTAL NUMBER OF BICYCLE PARKING PROVIDED: 11



LEGEND:

+/-	MORE OR LESS	⊙	ELEC. MANHOLE
F.F.	FINISHED FLOOR	⊙	SANITARY SEWER MANHOLE
123.45G	GUTTER ELEVATION	⊙	STORM SEWER MANHOLE
123.45TC	TOP OF CURB ELEVATION	⊙	TRAFFIC MANHOLE
123.45/123.45	EXISTING/ PROPOSED ELEVATION	⊙	CLEANOUT
FL	FLOWLINE ELEVATION	⊙	DOWNSPOUT
⊙	CONTROL POINT	⊙	AREA INTAKE
⊙	CALCULATED CORNER	⊙	SINGLE INTAKE
⊙	FOUND CORNER	⊙	THROAT INTAKE
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⊙	FOUND SECTION CORNER	⊙	GAS VALVE
⊙	PARKING SPACE	⊙	FIRE HYDRANT
⊙	SIGN	⊙	WATER VALVE
⊙	STREET LIGHT	⊙	P XX PROPOSED UTILITY LINE
⊙	POWER POLE	⊙	E XX EXISTING UTILITY LINE
⊙	LIGHT POLE	⊙	CATV CABLE TELEVISION
⊙	AREA LIGHT	⊙	FO FIBER OPTIC
⊙	GUY ANCHOR	⊙	GAS GAS LINE
⊙	UTILITY PEDESTAL	⊙	OHE OVERHEAD ELEC.
⊙	ELEC. TRANSFORMER	⊙	OHT OVERHEAD TEL.
⊙	ELEC. METER	⊙	SAN SANITARY SEWER
⊙	ELEC. BOX	⊙	ST STORM SEWER
⊙	ELEC. VAULT	⊙	UGE UNDERGROUND ELEC.
⊙	FIBER OPTIC VAULT	⊙	UGT UNDERGROUND TEL.
⊙	GAS METER	⊙	W WATER
⊙	CABLE TV JUNCTION BOX	⊙	⊙-⊙-⊙ FENCE LINE
⊙	WATER METER		

Scale in Feet
 1" = 20'

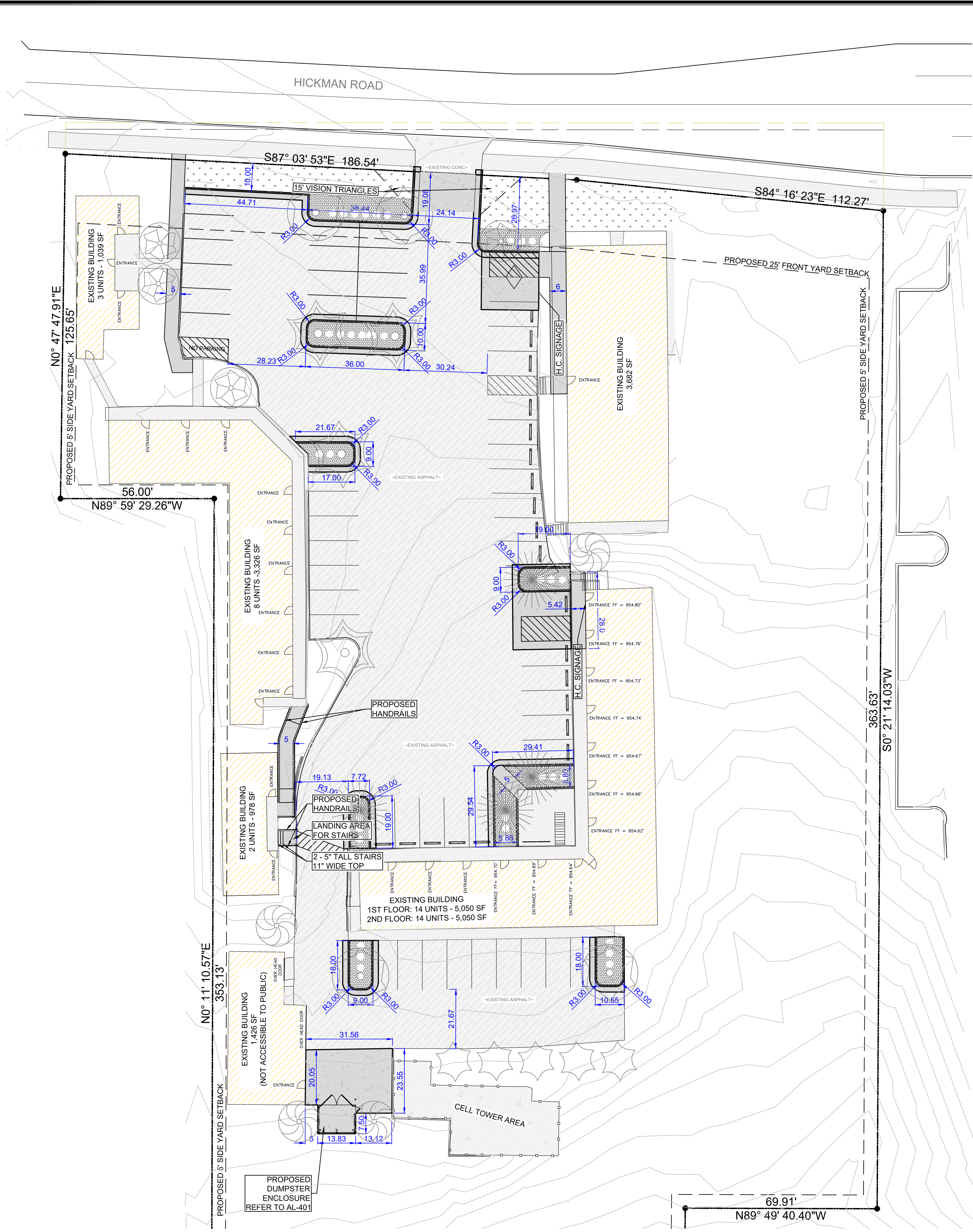
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WINDSOR COURT APARTMENTS
 6500 HICKMAN ROAD
 WINDSOR HEIGHTS, IOWA

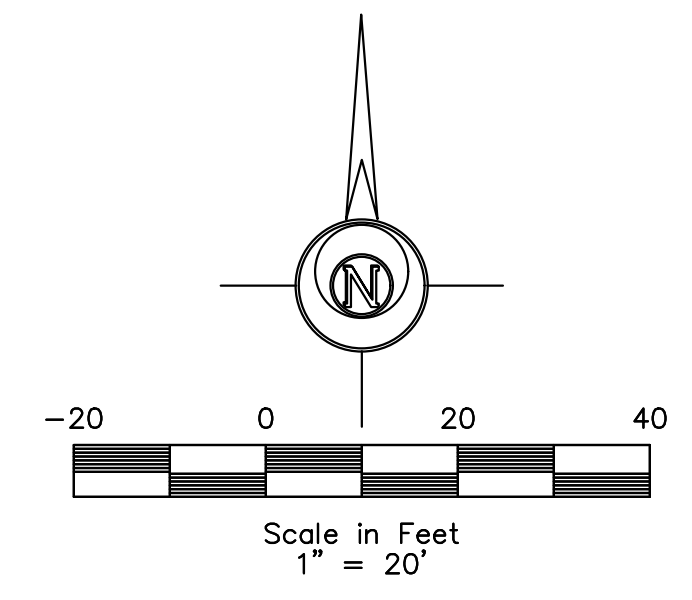
PRELIMINARY

DATE: 01.29.2025
 DRAWN BY: L. BURKE
 SCALE: 1"=20'
 SHEET NO.: 24-068

C-101 - LAYOUT SHEET



- PROPOSED 6" P.C.C. (3,544 SQ. FT.)
- PROPOSED SOD/SEED (1,928 SQ. FT.)
- PROPOSED 4" CONCRETE SIDEWALK (1,362 SQ. FT.)
- EXISTING ASPHALT (24,850 SQ. FT.)
- EXISTING CONCRETE
- EXISTING CONCRETE SIDEWALKS
- EXISTING BUILDING



LEGEND:

+/-	MORE OR LESS	⊙	ELEC. MANHOLE
F.F.	FINISHED FLOOR	⊙	SANITARY SEWER MANHOLE
123.45G	GUTTER ELEVATION	⊙	STORM SEWER MANHOLE
123.45TC	TOP OF CURB ELEVATION	⊙	TRAFFIC MANHOLE
123.45/123.45	EXISTING/ PROPOSED ELEVATION	⊙	CLEANOUT
FL	FLOWLINE ELEVATION	⊙	DOWNSPOUT
⊙	CONTROL POINT	⊙	AREA INTAKE
⊙	CALCULATED CORNER	⊙	SINGLE INTAKE
●	FOUND CORNER	⊙	THROAT INTAKE
●	CALCULATED SECTION CORNER	⊙	FLARED END SECTION
●	FOUND SECTION CORNER	⊙	GAS VALVE
▲	PARKING SPACE	⊙	FIRE HYDRANT
▲	SIGN	⊙	WATER VALVE
▲	STREET LIGHT	⊙	P XX — PROPOSED UTILITY LINE
▲	POWER POLE	⊙	E XX — EXISTING UTILITY LINE
▲	LIGHT POLE	⊙	CATV — CABLE TELEVISION
▲	AREA LIGHT	⊙	FO — FIBER OPTIC
▲	GUY ANCHOR	⊙	GAS — GAS LINE
▲	TEL. JUNCTION BOX	⊙	OHE — OVERHEAD ELEC.
▲	ELEC. TRANSFORMER	⊙	OHT — OVERHEAD TEL.
▲	ELEC. METER	⊙	SAN — SANITARY SEWER
▲	ELEC. BOX	⊙	ST — STORM SEWER
▲	ELEC. VAULT	⊙	UGE — UNDERGROUND ELEC.
▲	FIBER OPTIC VAULT	⊙	UGT — UNDERGROUND TEL.
▲	GAS METER	⊙	W — WATER
▲	CABLE TV JUNCTION BOX	⊙	— — FENCE LINE
▲	WATER METER	⊙	



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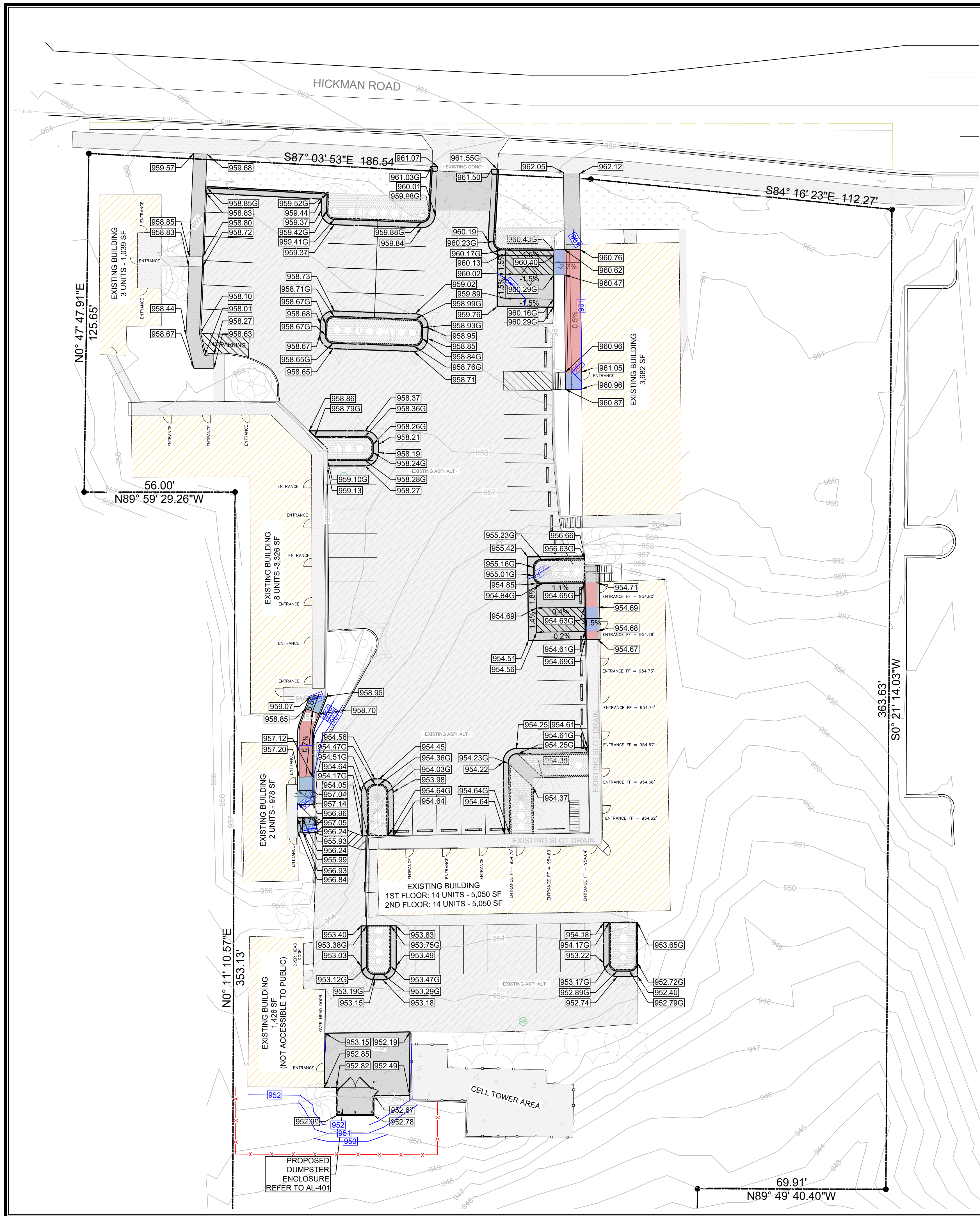
WINDSOR COURT APARTMENTS

6500 HICKMAN ROAD

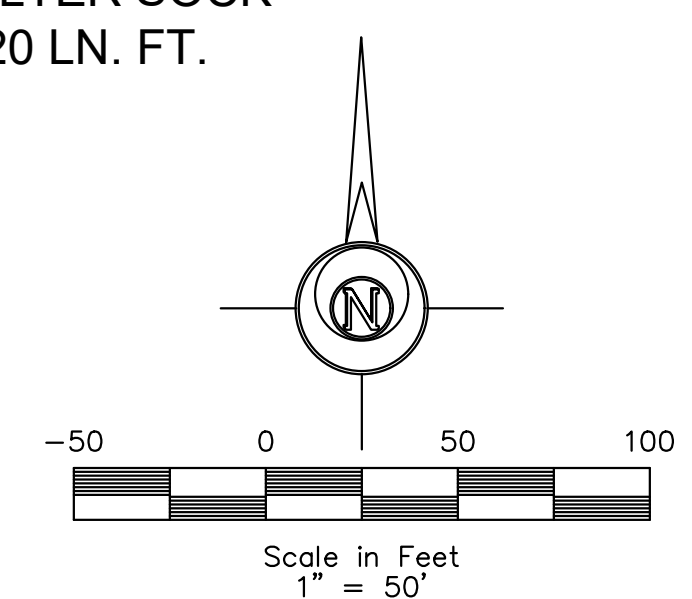
WINDSOR HEIGHTS, IOWA

PRELIMINARY

DATE: 01.29.2025	SCALE: 1"=20'	PROJECT NO: 24-068
C-103 - DIMENSION SHEET		



- PROPOSED 6" P.C.C. (3,544 SQ. FT.)
- PROPOSED SOD/SEED (1,928 SQ. FT.)
- PROPOSED 4" CONCRETE SIDEWALK (1,362 SQ. FT.)
- EXISTING ASPHALT (24,850 SQ. FT.)
- EXISTING CONCRETE
- EXISTING CONCRETE SIDEWALKS
- EXISTING BUILDING
- SIDEWALK LANDING
- SIDEWALK RAMP
- FILTER SOCK 120 LN. FT.



LEGEND:

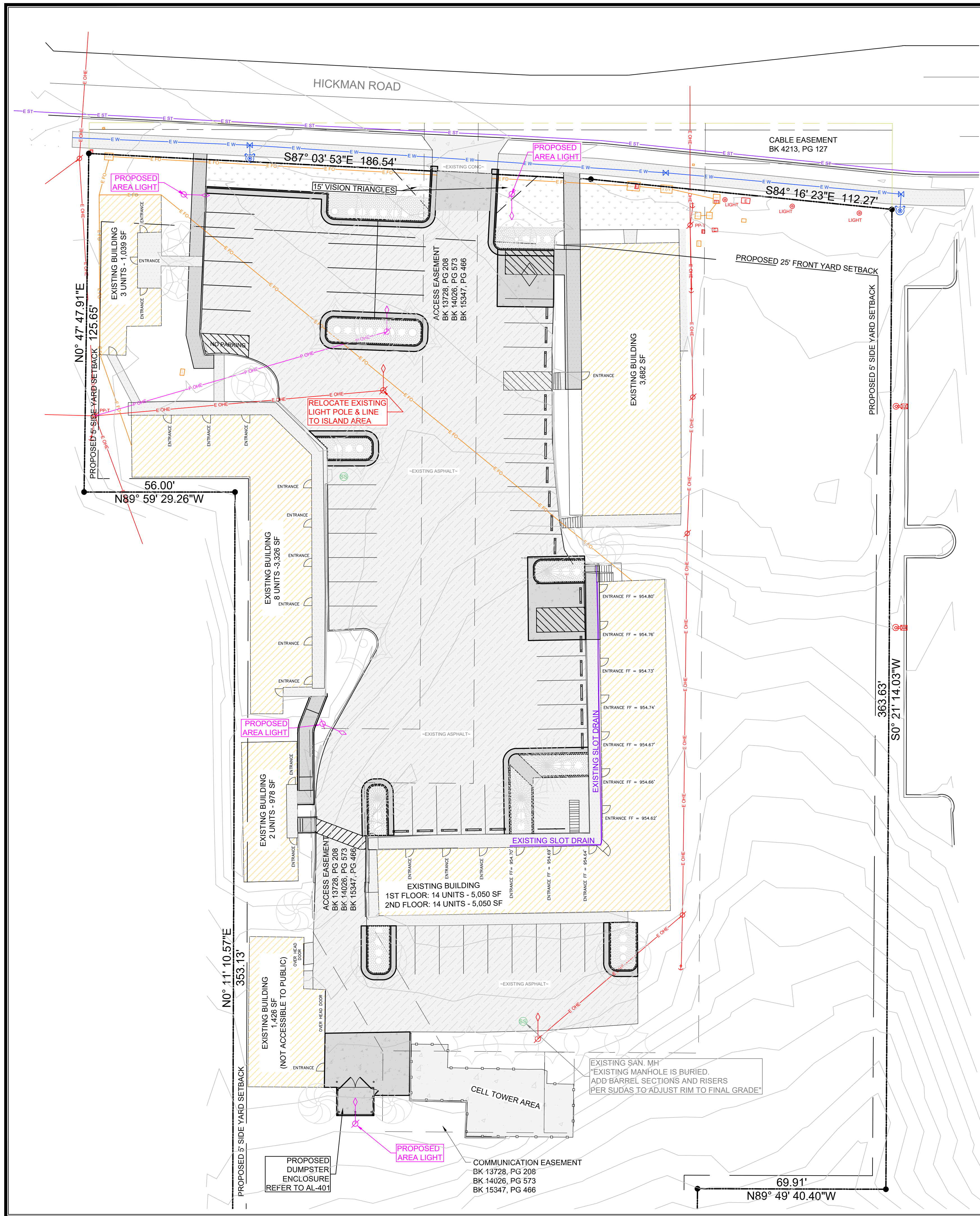
+/-	MORE OR LESS	⊙	ELEC. MANHOLE
F.F.	FINISHED FLOOR	⊙	SANITARY SEWER MANHOLE
123.45G	GUTTER ELEVATION	⊙	STORM SEWER MANHOLE
123.45TC	TOP OF CURB ELEVATION	⊙	TRAFFIC MANHOLE
123.45/123.45	EXISTING/ PROPOSED ELEVATION	⊙	CLEANOUT
FL	FLOWLINE ELEVATION	⊙	DOWNSPOUT
○	CONTROL POINT	⊙	AREA INTAKE
○	CALCULATED CORNER	⊙	SINGLE INTAKE
●	FOUND CORNER	⊙	THROAT INTAKE
●	CALCULATED SECTION CORNER	⊙	FLARED END SECTION
▲	FOUND SECTION CORNER	⊙	GAS VALVE
▲	PARKING SPACE	⊙	FIRE HYDRANT
▲	SIGN	⊙	WATER VALVE
▲	STREET LIGHT	⊙	P XX — PROPOSED UTILITY LINE
▲	POWER POLE	⊙	E XX — EXISTING UTILITY LINE
▲	LIGHT POLE	⊙	CATV — CABLE TELEVISION
▲	AREA LIGHT	⊙	FO — FIBER OPTIC
▲	GUY ANCHOR	⊙	GAS — GAS LINE
▲	UTILITY PEDESTAL	⊙	OHE — OVERHEAD ELEC.
▲	ELEC. TRANSFORMER	⊙	OHT — OVERHEAD TEL.
▲	ELEC. METER	⊙	SAN — SANITARY SEWER
▲	ELEC. BOX	⊙	ST — STORM SEWER
▲	ELEC. VAULT	⊙	UGE — UNDERGROUND ELEC.
▲	FIBER OPTIC VAULT	⊙	UGT — UNDERGROUND TEL.
▲	GAS METER	⊙	W — WATER
▲	CABLE TV JUNCTION BOX	⊙	— — — — — FENCE LINE
▲	WATER METER	⊙	

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 WINDSOR HEIGHTS, IOWA








PRELIMINARY

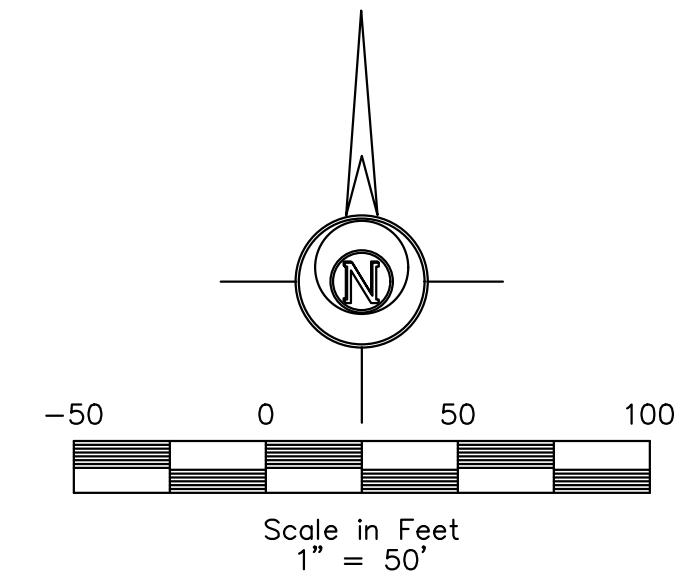
DATE: 01.29.2025
 DRAWN BY: L. BURKE
 SCALE: 1"=50'
 SHEET NO: 24-068
 PROJECT: 24-068 6500 Hickman Rd - Windsor Hts Engineering Sheet Set
 C-201 - GRADING SHEET



UTILITY NOTES:


NOT ALL UTILITIES COULD BE LOCATED AT THE TIME OF SURVEY.
CONTRACTORS TO LOCATE ALL UTILITIES PRIOR TO ANY WORK BEING DONE.

-  PROPOSED 6" P.C.C. (3,544 SQ. FT.)
-  PROPOSED SOD/SEED (1,928 SQ. FT.)
-  PROPOSED 4" CONCRETE SIDEWALK (1,362 SQ. FT.)
-  EXISTING ASPHALT (24,850 SQ. FT.)
-  EXISTING CONCRETE
-  EXISTING CONCRETE SIDEWALKS
-  EXISTING BUILDING



LEGEND:

- | | | | |
|---------------|------------------------------|------|-------------------------|
| +/- | MORE OR LESS | ⊙ | ELEC. MANHOLE |
| F.F. | FINISHED FLOOR | ⊙ | SANITARY SEWER MANHOLE |
| 123.45G | GUTTER ELEVATION | ⊙ | STORM SEWER MANHOLE |
| 123.45TC | TOP OF CURB ELEVATION | ⊙ | TRAFFIC MANHOLE |
| 123.45/123.45 | EXISTING/ PROPOSED ELEVATION | ⊙ | CLEANOUT |
| FL | FLOWLINE ELEVATION | ⊙ | DOWNSPOUT |
| ⊙ | CONTROL POINT | ⊙ | AREA INTAKE |
| ⊙ | CALCULATED CORNER | ⊙ | SINGLE INTAKE |
| ● | FOUND CORNER | ⊙ | THROAT INTAKE |
| ⊙ | CALCULATED SECTION CORNER | ⊙ | FLARED END SECTION |
| ⊙ | FOUND SECTION CORNER | ⊙ | GAS VALVE |
| ⊙ | PARKING SPACE | ⊙ | FIRE HYDRANT |
| ⊙ | SIGN | ⊙ | WATER VALVE |
| ⊙ | STREET LIGHT | P XX | PROPOSED UTILITY LINE |
| ⊙ | POWER POLE | E XX | EXISTING UTILITY LINE |
| ⊙ | LIGHT POLE | ⊙ | CATV — CABLE TELEVISION |
| ⊙ | AREA LIGHT | FO | FIBER OPTIC |
| ⊙ | GUY ANCHOR | ⊙ | GAS LINE |
| ⊙ | UTILITY PEDESTAL | OHE | OVERHEAD ELEC. |
| ⊙ | ELEC. TRANSFORMER | OHT | OVERHEAD TEL. |
| ⊙ | ELEC. METER | SAN | SANITARY SEWER |
| ⊙ | ELEC. BOX | ST | STORM SEWER |
| ⊙ | ELEC. VAULT | UGE | UNDERGROUND ELEC. |
| ⊙ | FIBER OPTIC VAULT | UGT | UNDERGROUND TEL. |
| ⊙ | GAS METER | W | WATER |
| ⊙ | CABLE TV JUNCTION BOX | ⊙ | FENCE LINE |
| ⊙ | WATER METER | | |

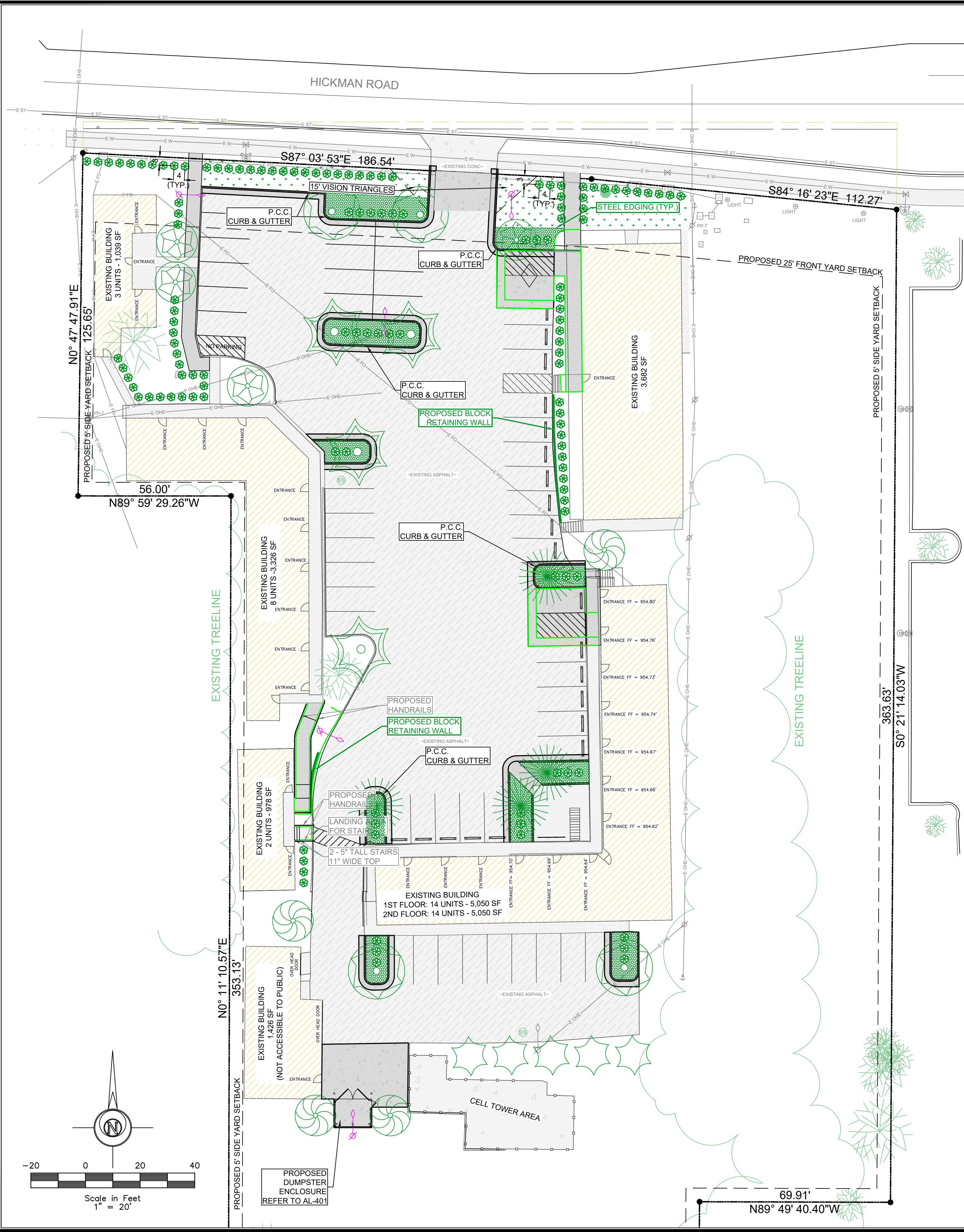


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WINDSOR COURT APARTMENTS
6500 HICKMAN ROAD
WINDSOR HEIGHTS, IOWA

PRELIMINARY

DATE: _____	REVISION: _____
COPYRIGHT DATE: _____	DATE: 01.29.2025
DRAWN BY: L. BURKE	DRAWING NO: 24-068
SCALE: 1"=50'	
C-301 - UTILITY SHEET	



LANDSCAPING REQUIREMENTS:

LANDSCAPING SHALL BE REQUIRED ADJACENT TO EACH STREET PROPERTY LINE AND WITHIN STREET YARDS AS FOLLOWS:

REQUIRED: 1 TREE PER 2,000 SQ. FT. OF PERVIOUS AREA = 25 TREES PROVIDED: 16 TREES

REQUIRED: 5 SHRUBS PER 2,000 SQ. FT. OF PERVIOUS AREA = 127 SHRUBS PROVIDED: 73 SHRUBS

ALL AREAS WITHOUT BUILDINGS, PAVING, OR HARD SURFACES SHALL BE LANDSCAPED WITH GRASS OR CONTINUOUS PLANT BEDS CONTAINING SHRUBS AND FLOWERING PERENNIALS.

SCREENING STANDARDS OF DUMPSTER AND RECYCLING AREAS:

SCREENING IS REQUIRED TO REDUCE THE VISIBILITY OF DUMPSTER ENCLOSURES AND RECYCLING AREAS IN R-3 ZONING.

A SIX-FOOT OPAQUE BARRIER SHALL BE PROVIDED WHICH VISUALLY SCREENS THE AREA.

- A. A SOLID WOOD AND/OR MASONRY FENCE OR WALL AT LEAST 6 FEET IN HEIGHT.
- B. MUST ENCLOSE THE AREA AROUND AT LEAST THREE SIDES.
- C. CONTAIN A PEDESTRIAN ENTRANCE
- D. HAVE AN ACCESS GATE THAT MEETS METRO WASTE AUTHORITY STANDARDS.

IF THE AREA IS LOCATED WITHIN A LARGER PAVED AREA, SUCH AS A PARKING LOT, THE FOLLOWING APPLIES:

- A. A LANDSCAPE BUFFER OF AT LEAST 5 FEET SHALL BE LOCATED ALONG ALL SIDES OF THE NON-GATED SIDES.
- B. ONE TREE SHALL BE PROVIDED IN THE LANDSCAPE BUFFER.
- C. ORNAMENTAL GRASSES, SHRUBS, OR SIMILAR LANDSCAPE MATERIALS SHALL COVER A MINIMUM OF 50% OF THE BUFFER AREA.

OFF-STREET PARKING DESIGN STANDARDS:

ALL OFF-STREET PARKING AREAS SHALL INCLUDE AT LEAST 1 REQUIRED LANDSCAPE ISLAND FOR EVERY 12 REQUIRED PARKING SPACES.

- A. EACH REQUIRED LANDSCAPE ISLAND SHALL MEASURE A MINIMUM OF 190 SQUARE FEET IN AREA.
- B. EACH REQUIRED ISLAND SHALL CONTAIN A MINIMUM OF 1 DECIDUOUS SHADE TREE OR 1 DECIDUOUS ORNAMENTAL TREE.

BICYCLE PARKING REQUIREMENTS:

1 SHORT TERM SPACE REQUIRED PER 4 DWELLING UNITS.
10 SHORT TERM SPACES REQUIRED

1 LONG TERM SPACE REQUIRED PER 10 DWELLING UNITS.
4 LONG TERM SPACES REQUIRED

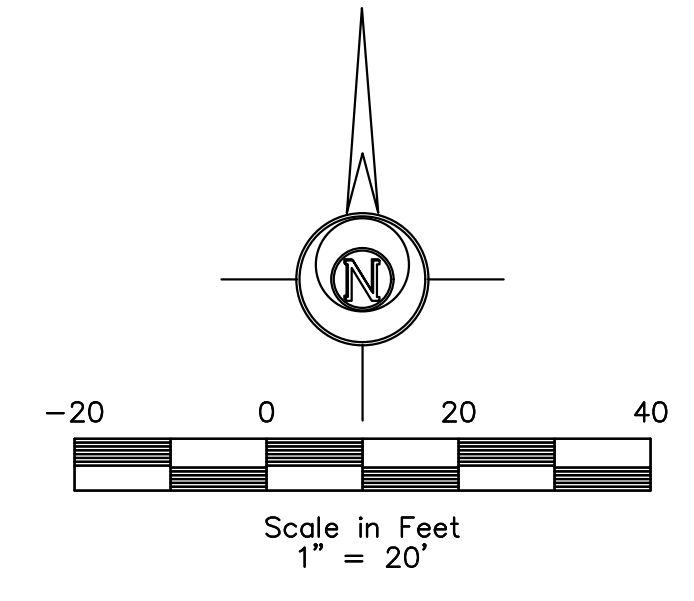
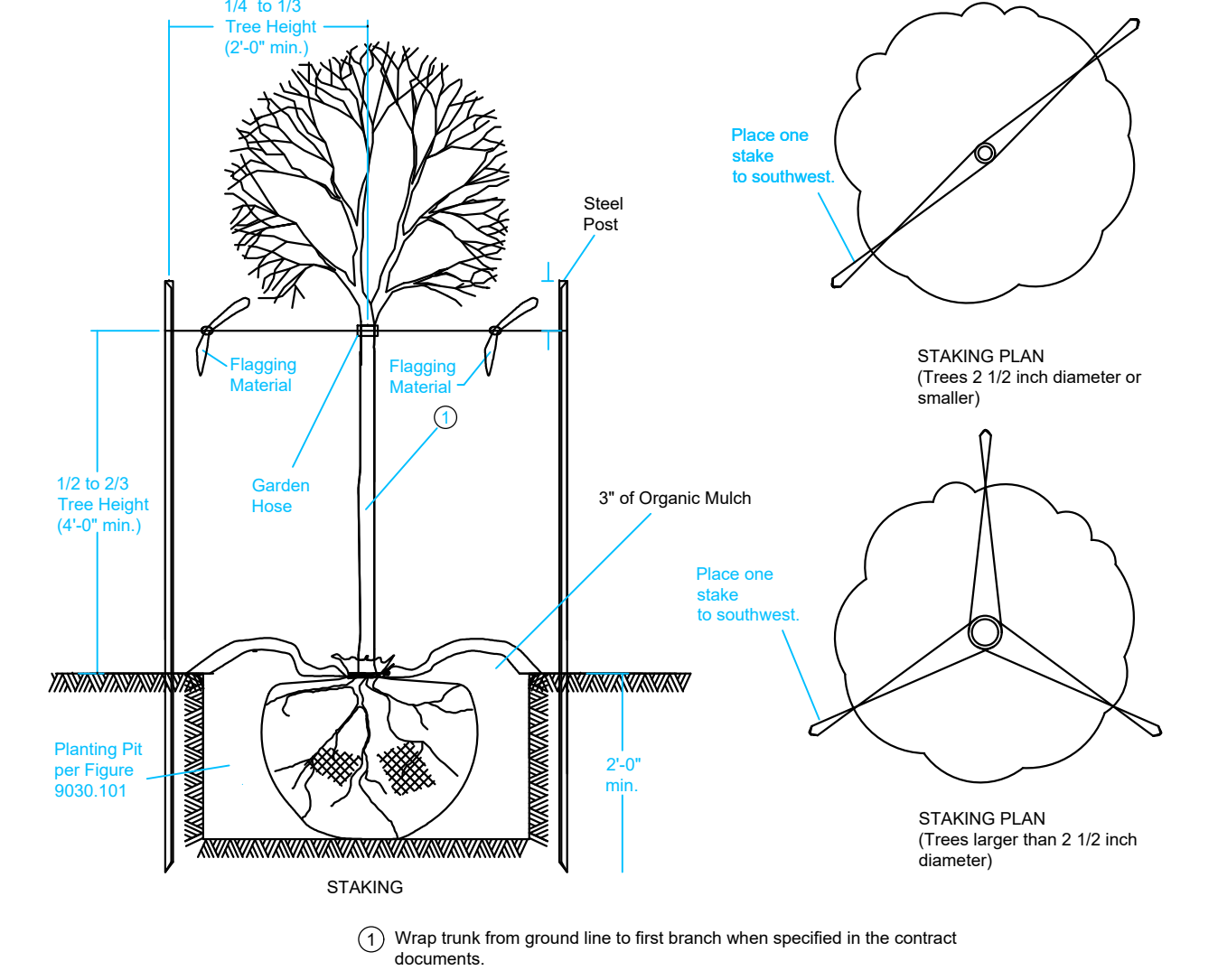
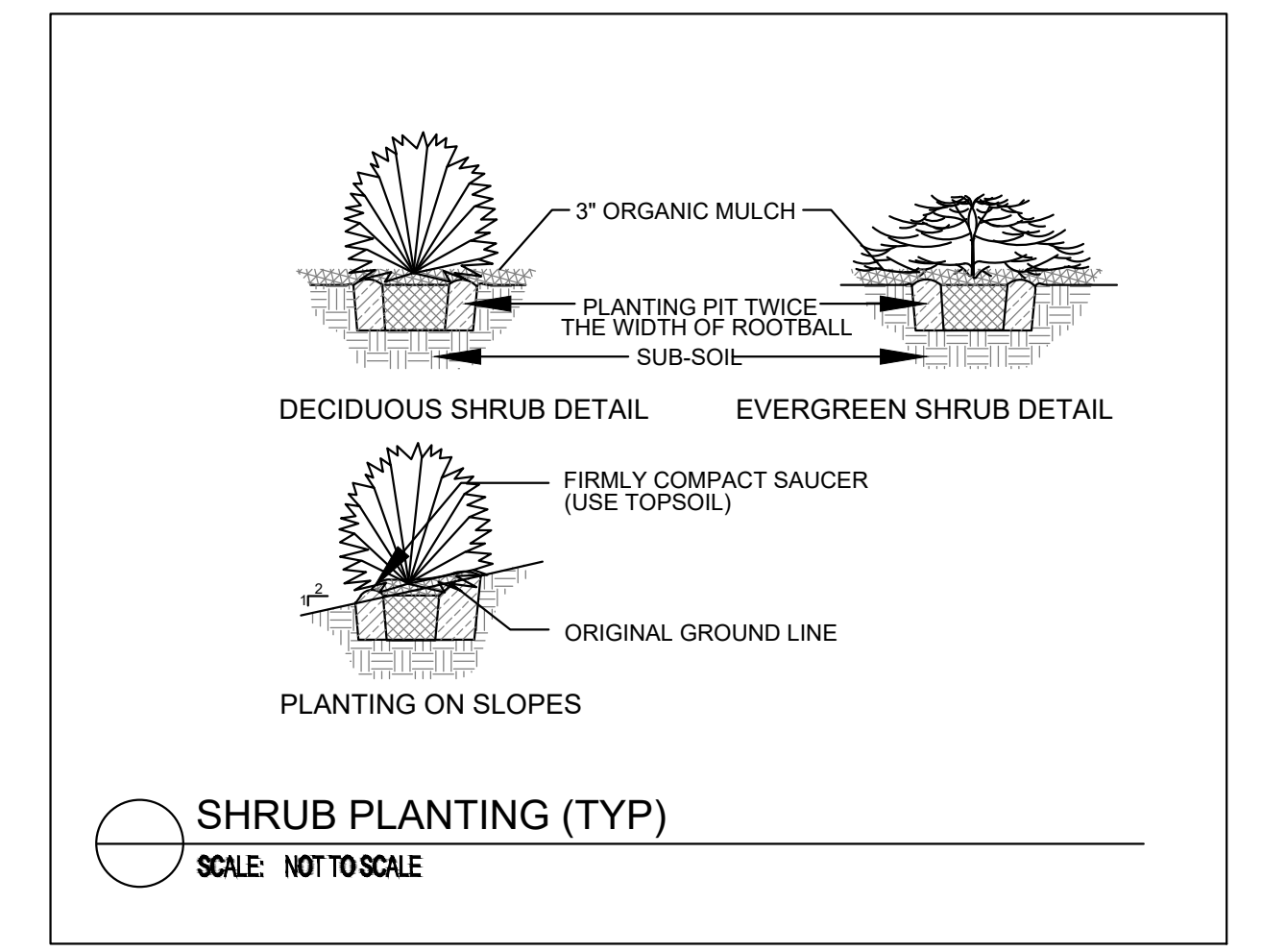
TOTAL NUMBER OF UNITS: 41

TOTAL NUMBER OF BICYCLE PARKING PROVIDED: 15

PROPOSED LANDSCAPING:

SYMBOL	#	COMMON NAME (BOTANICAL NAME)	MINIMUM PLANTING SIZE	MATURE SIZE (HEIGHT & SPREAD)
	4	KENTUCKY COFFEE TREE (1/8 OF TOTAL OVERSTORY TREE COUNT)	2" CALIPER	20' & 15'
	4	IVORY SILK JAPANESE LILAC (1/8 OF TOTAL OVERSTORY TREE COUNT)	2" CALIPER	20' & 15'
	4	ADIRONDACK FLOWERING CRABAPPLE (1/8 OF TOTAL OVERSTORY TREE COUNT)	2" CALIPER	20' & 10'
	4	BLACKGUM (1/8 OF TOTAL OVERSTORY TREE COUNT)	2" CALIPER	20' & 15'
	4	RED MAPLE (1/8 OF TOTAL OVERSTORY TREE COUNT)	1.5-2.5" CALIPER	40' & 30'
	5	HONEYLOCUST (THORNLESS) (1/5 OF TOTAL OVERSTORY TREE COUNT)	1.5-2.5" CALIPER	30' & 30'
	127	GRO-LOW SUMAC (RHUS AROMATICA GRO-LOW)	3 GALLON	3'-5' & 3'-5'
		ENGLISH IVY GROUND COVER (HEDERA HELIX)		
		EXISTING TREE		

- PROPOSED 6" P.C.C. (3,544 SQ. FT.)
- PROPOSED SOD/SEED (1,928 SQ. FT.)
- PROPOSED 4" CONCRETE SIDEWALK (1,362 SQ. FT.)
- EXISTING ASPHALT (24,850 SQ. FT.)
- EXISTING CONCRETE
- EXISTING CONCRETE SIDEWALKS
- EXISTING BUILDING



Architecture | Engineering | Surveying
 2323 Dixon Street, Des Moines, Iowa 50316 | PO Box 4626, Des Moines, Iowa 50305 | Ph: 515 265 8196

WINDSOR COURT APARTMENTS
 6500 HICKMAN ROAD
 WINDSOR HEIGHTS, IOWA

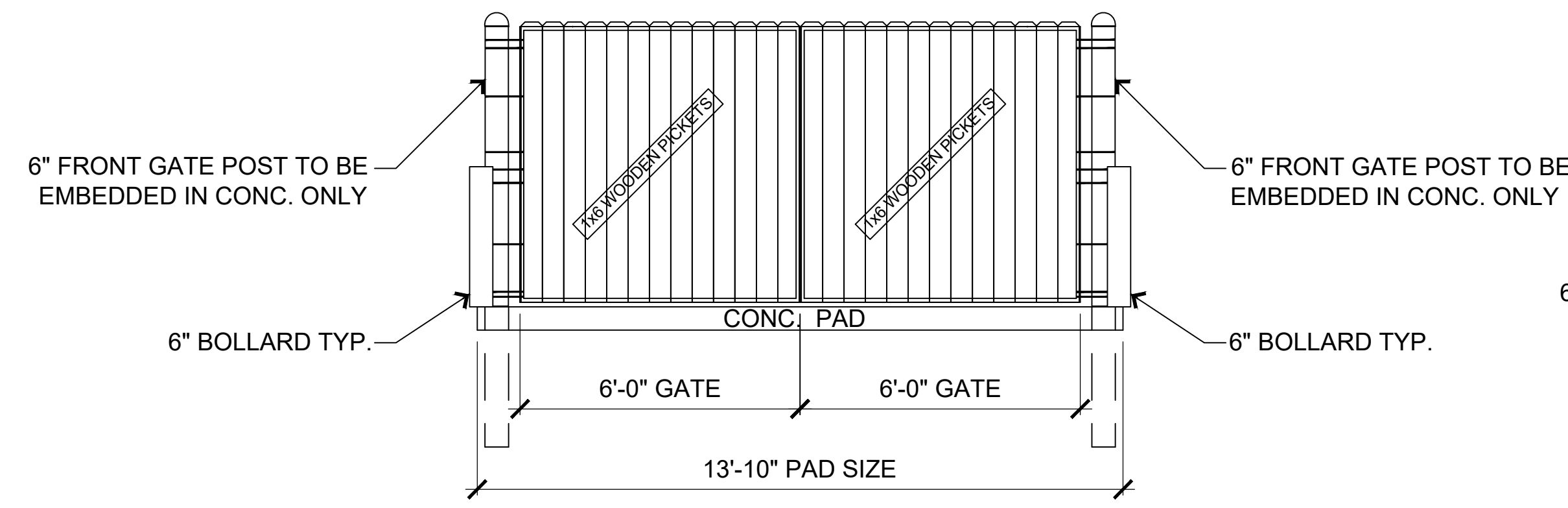
PRELIMINARY

DATE: 01.29.2025 DRAWING: 24-068
 SCALE: 1"=20'

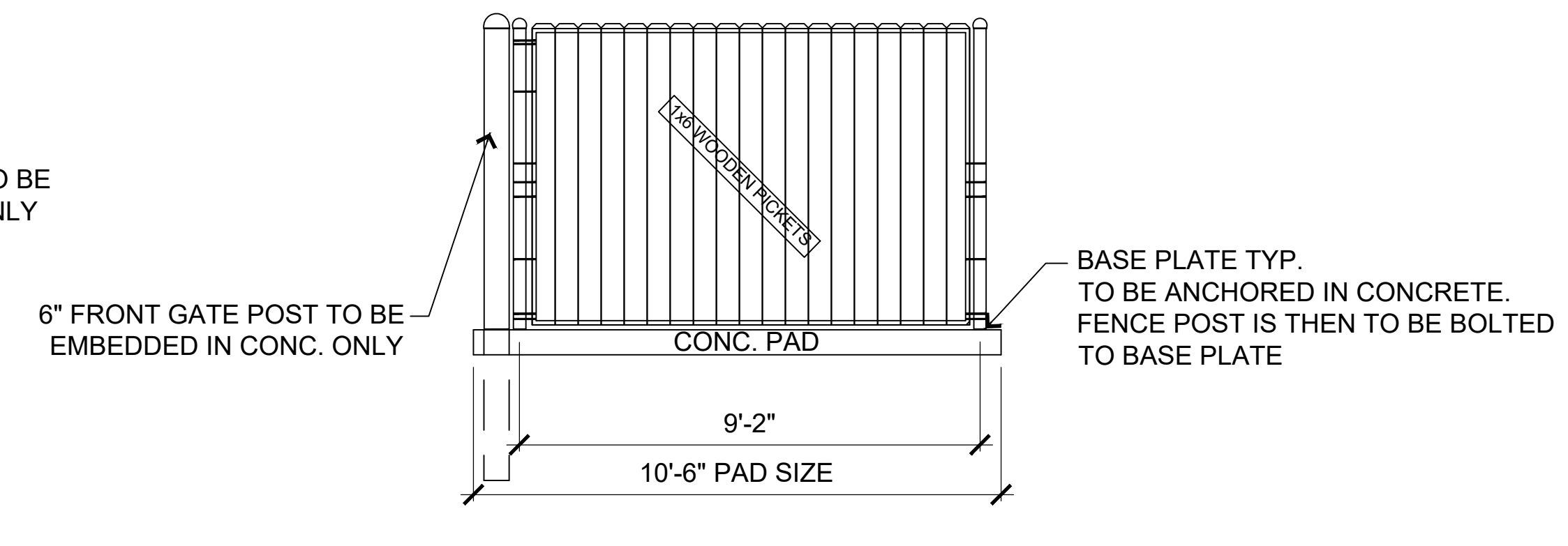
C-701 - LANDSCAPING SHEET

Construction Notes

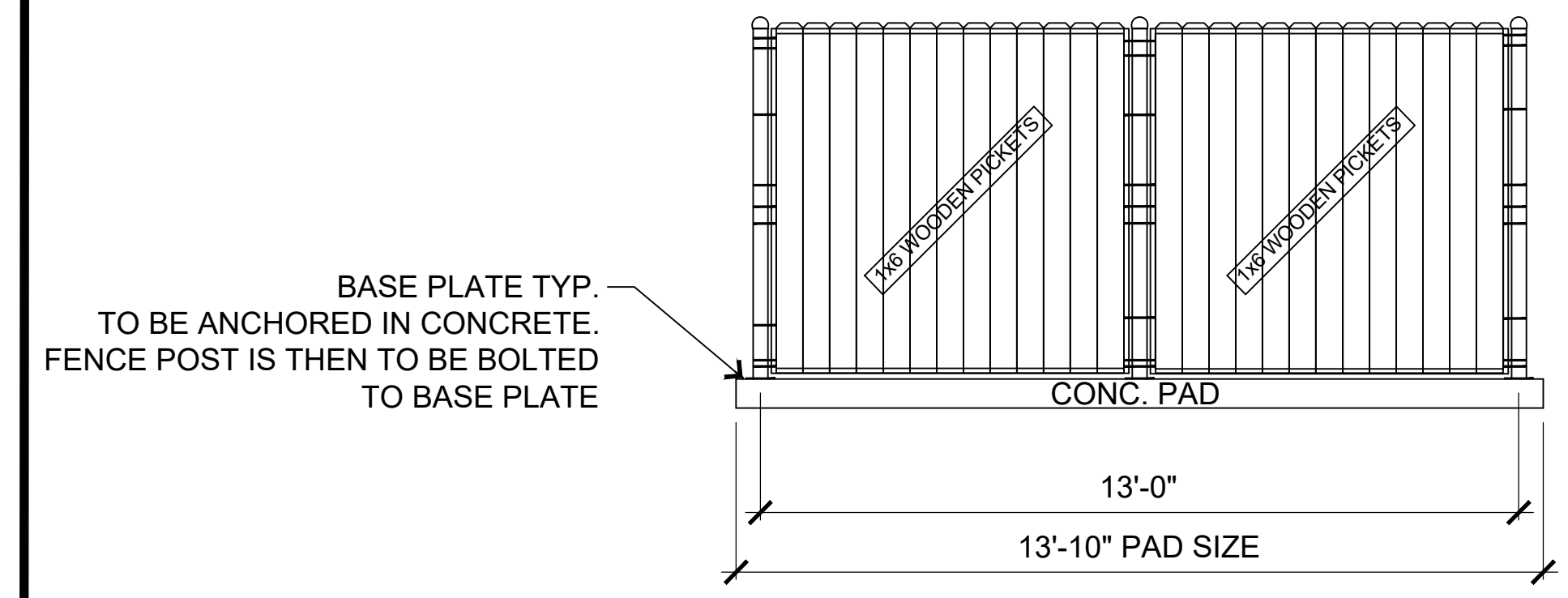
- 1) ALL DOMES ON FENCE POSTS ARE TO BE FASTENED SO THAT THEY CAN NOT BE REMOVED.
- 2) VERIFY SCREENING WITH LOCAL AUTHORITY.



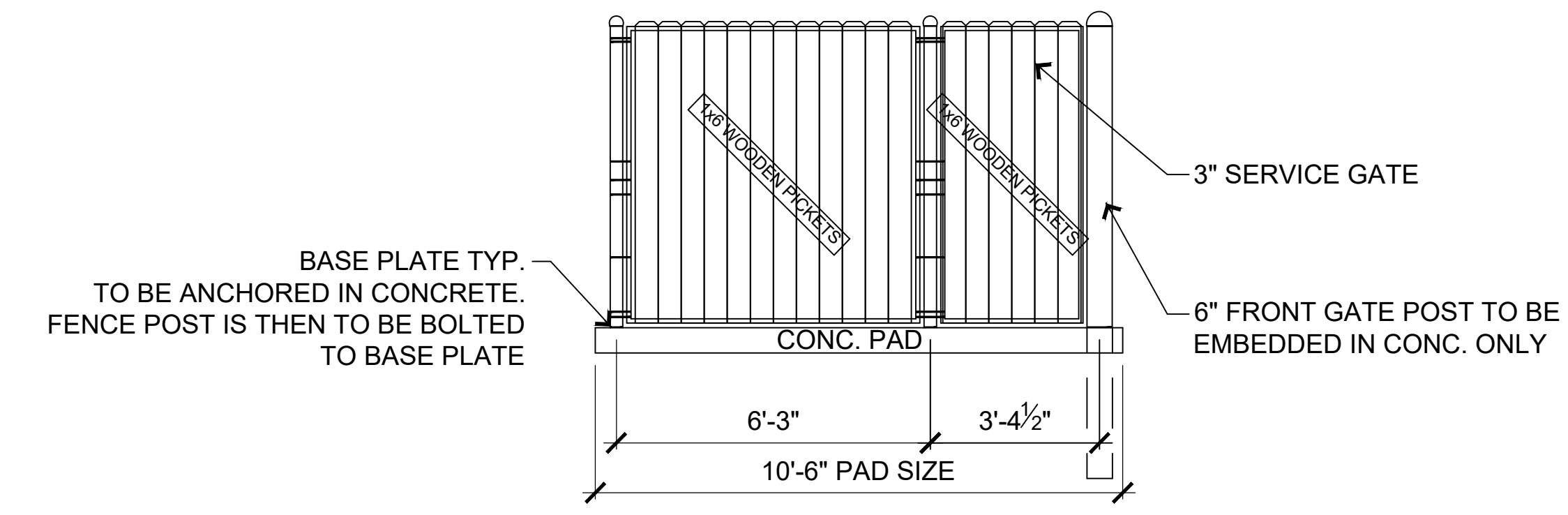
4 Dumpster Enclosure - Elevation
3/8" = 1'-0"



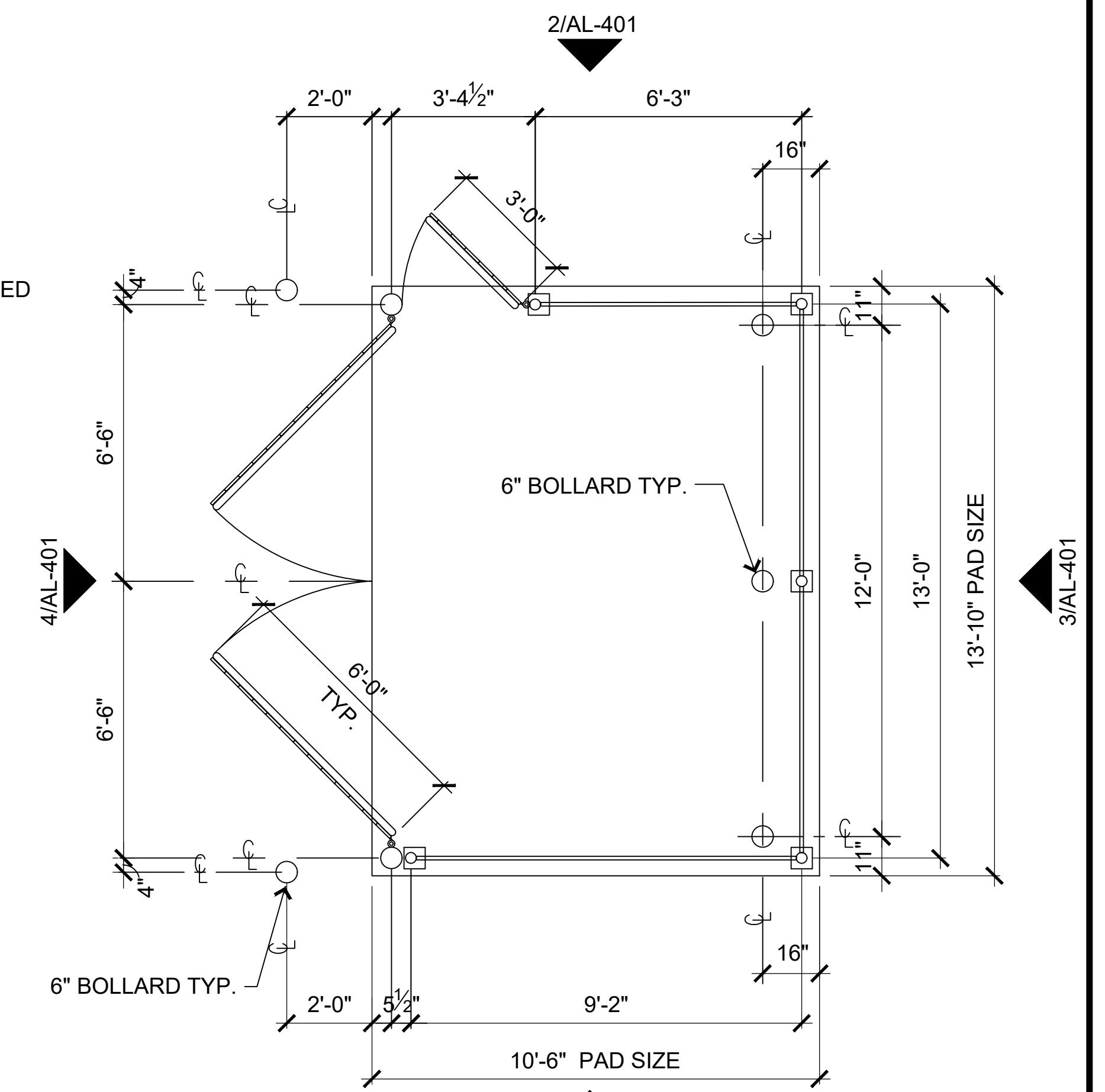
5 Dumpster Enclosure - Elevation
3/8" = 1'-0"



3 Dumpster Enclosure - Elevation
3/8" = 1'-0"



2 Dumpster Enclosure - Elevation
3/8" = 1'-0"



1 Dumpster Plan
3/8" = 1'-0"

ELDS DESIGN SERVICES

Architecture | Engineering | Surveying
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WINDSOR COURT APARTMENTS
6500 HICKMAN ROAD
WINDSOR HEIGHTS, IOWA

PRELIMINARY

DRAWN BY: L. BURKE	SCALE: 3/8"=1'	LATEST REVISION: 07/26/2024	DRAWING NO: 24-068
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FILE PATH: J:\2024 Projects\24-068 6500 Hickman Rd - Windsor Hts\Engineering\Sheet Set AL-401 - DUMPSTER ENCLOSURE

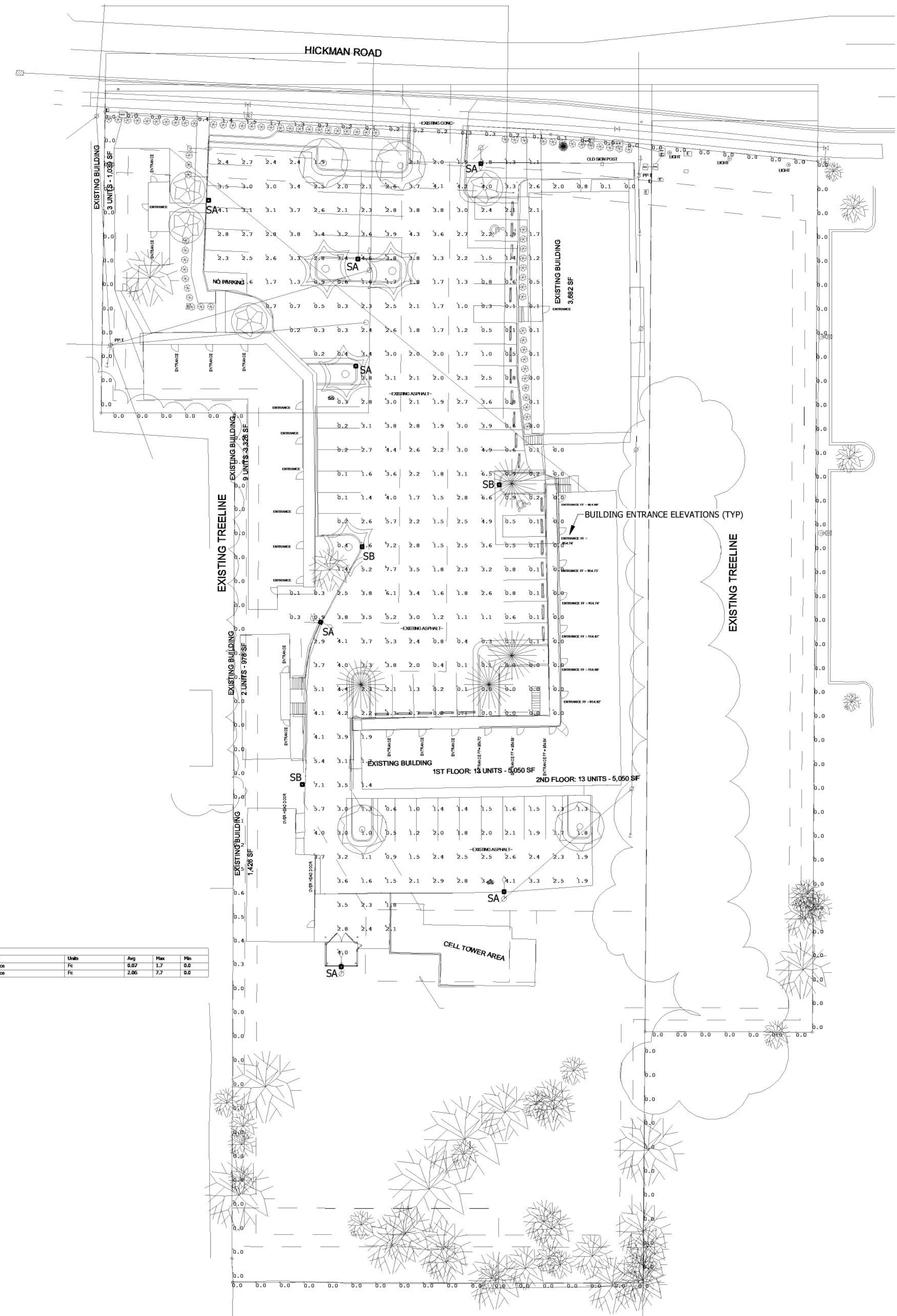
NOTE:
VERIFY BUILDING DIMENSIONS FOR ROUGH-IN
WORK WITH ARCHITECT'S DRAWINGS.

GENERAL NOTES:

1. FIXTURES USED FOR LIGHTING CALCULATIONS: NLS LIGHTING SA-NV-1-T4-32L-1-40K7-UNV-HSS, SB; NV-1-T2-32L-1-40K7-UNV-HSS. BOTH FIXTURE TYPE WERE ON A 20FT. POLE. DESIGN TEAM SHALL CONFIRM EXACT MOUNTING STYLE, FINISH COLOR, CONTROLS, AND ANY ADDITIONAL OPTIONS.
2. CIRCUITING AND ELECTRICAL DESIGN BY OTHERS.

Calculation Category	Calc Type	Units	Avg	Max	Min
Lot	Footcandle	Ft	1.68	1.7	1.66
Property Line	Footcandle	Ft	2.86	2.7	2.8
Site Perimeter, Pole	Footcandle	Ft			

2 SITE LIGHTING
No Scale



MCC
WATERLOO DES MOINES | IOWA CITY
130 EAST 3RD ST. | IOWA CITY, IOWA 50201
214 EAST 4TH ST. | DES MOINES, IOWA 50319
WATERLOO, IOWA | (319) 235-0650 | (515) 251-7280 | (319) 248-4600

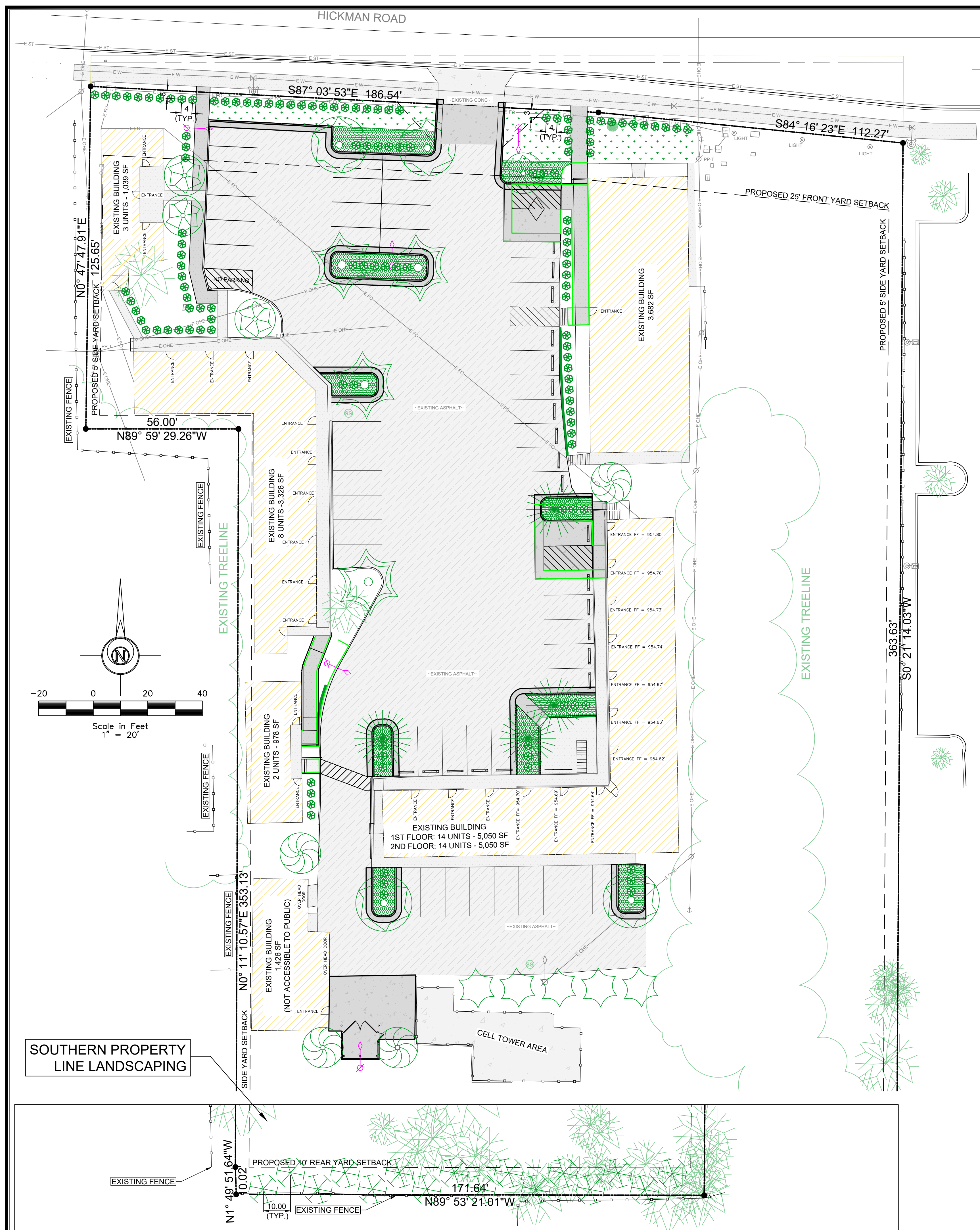
HICKMAN SITE LIGHTING CALCULATIONS

6500 HICKMAN RD WINDSOR HEIGHTS, IA 50324



VERSION	
DATE	12/16/2024
SHEET NAME: SITE LIGHTING CALCULATION PLAN	
SHEET: E101	

12/16/2024 10:50:00 AM



LANDSCAPING REQUIREMENTS:

- LANDSCAPING SHALL BE REQUIRED ADJACENT TO EACH STREET PROPERTY LINE AND WITHIN STREET YARDS AS FOLLOWS:
- REQUIRED: 1 TREE PER 2,000 SQ. FT. OF PERVIOUS AREA = 25 TREES PROVIDED: 16 TREES
- REQUIRED: 5 SHRUBS PER 2,000 SQ. FT. OF PERVIOUS AREA = 127 SHRUBS PROVIDED: 73 SHRUBS
- ALL AREAS WITHOUT BUILDINGS, PAVING, OR HARD SURFACES SHALL BE LANDSCAPED WITH GRASS OR CONTINUOUS PLANT BEDS CONTAINING SHRUBS AND FLOWERING PERENNIALS.
- PER CITY, ADDITIONAL LANDSCAPING IS REQUIRED ALONG THE SOUTHERN 10' PORTION OF PROPERTY TO MAKE A 6 FT. TALL OPAQUE BUFFER.

SCREENING STANDARDS OF DUMPSTER AND RECYCLING AREAS:

- SCREENING IS REQUIRED TO REDUCE THE VISIBILITY OF DUMPSTER ENCLOSURES AND RECYCLING AREAS IN R-3 ZONING.
- A SIX-FOOT OPAQUE BARRIER SHALL BE PROVIDED WHICH VISUALLY SCREENS THE AREA.
- A SOLID WOOD AND/OR MASONRY FENCE OR WALL AT LEAST 6 FEET IN HEIGHT.
 - MUST ENCLOSE THE AREA AROUND AT LEAST THREE SIDES.
 - CONTAIN A PEDESTRIAN ENTRANCE
 - HAVE AN ACCESS GATE THAT MEETS METRO WASTE AUTHORITY STANDARDS.

IF THE AREA IS LOCATED WITHIN A LARGER PAVED AREA, SUCH AS A PARKING LOT, THE FOLLOWING APPLIES:

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- ONE TREE SHALL BE PROVIDED IN THE LANDSCAPE BUFFER.
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OFF-STREET PARKING DESIGN STANDARDS:

- ALL OFF-STREET PARKING AREAS SHALL INCLUDE AT LEAST 1 REQUIRED LANDSCAPE ISLAND FOR EVERY 12 REQUIRED PARKING SPACES.
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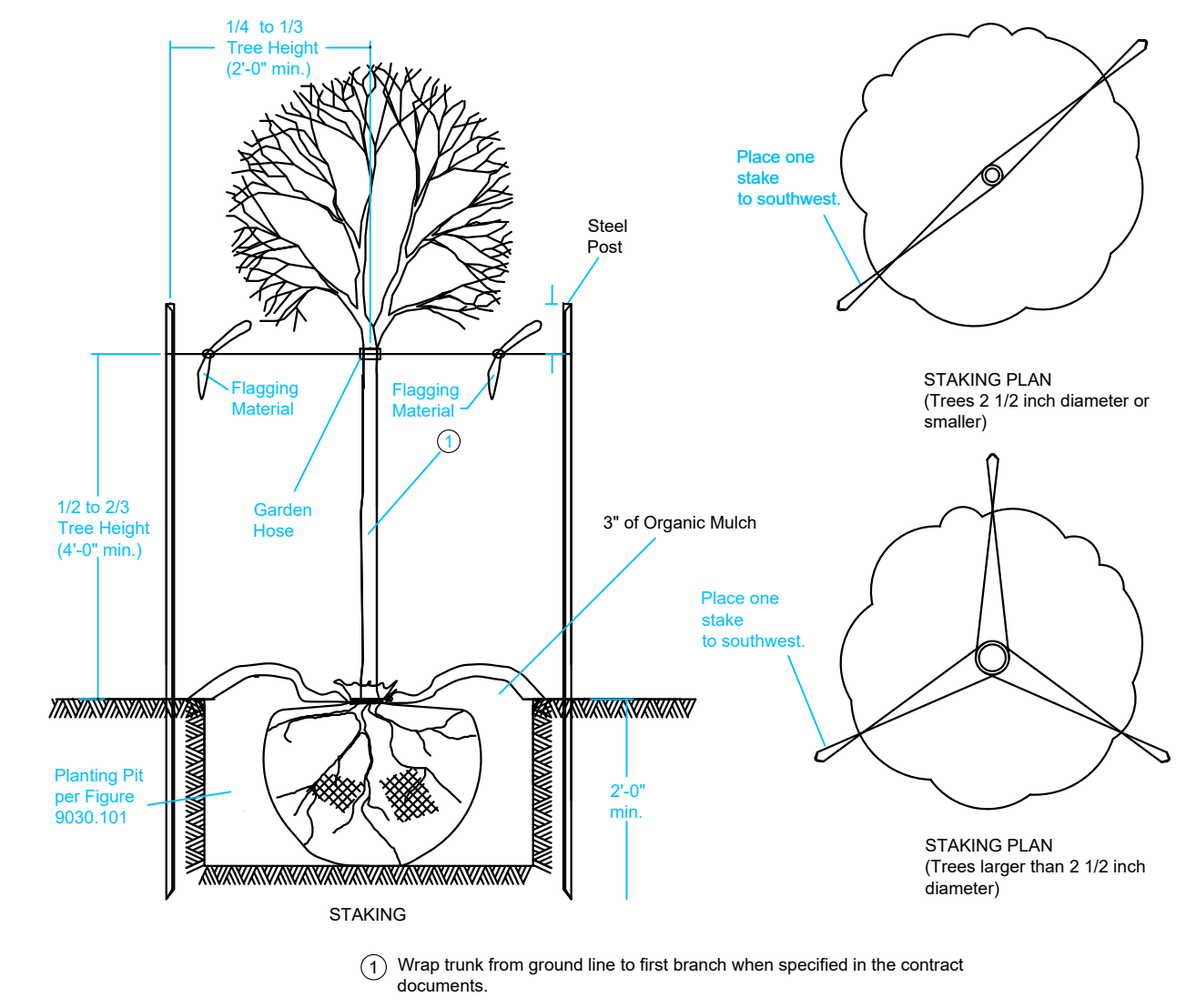
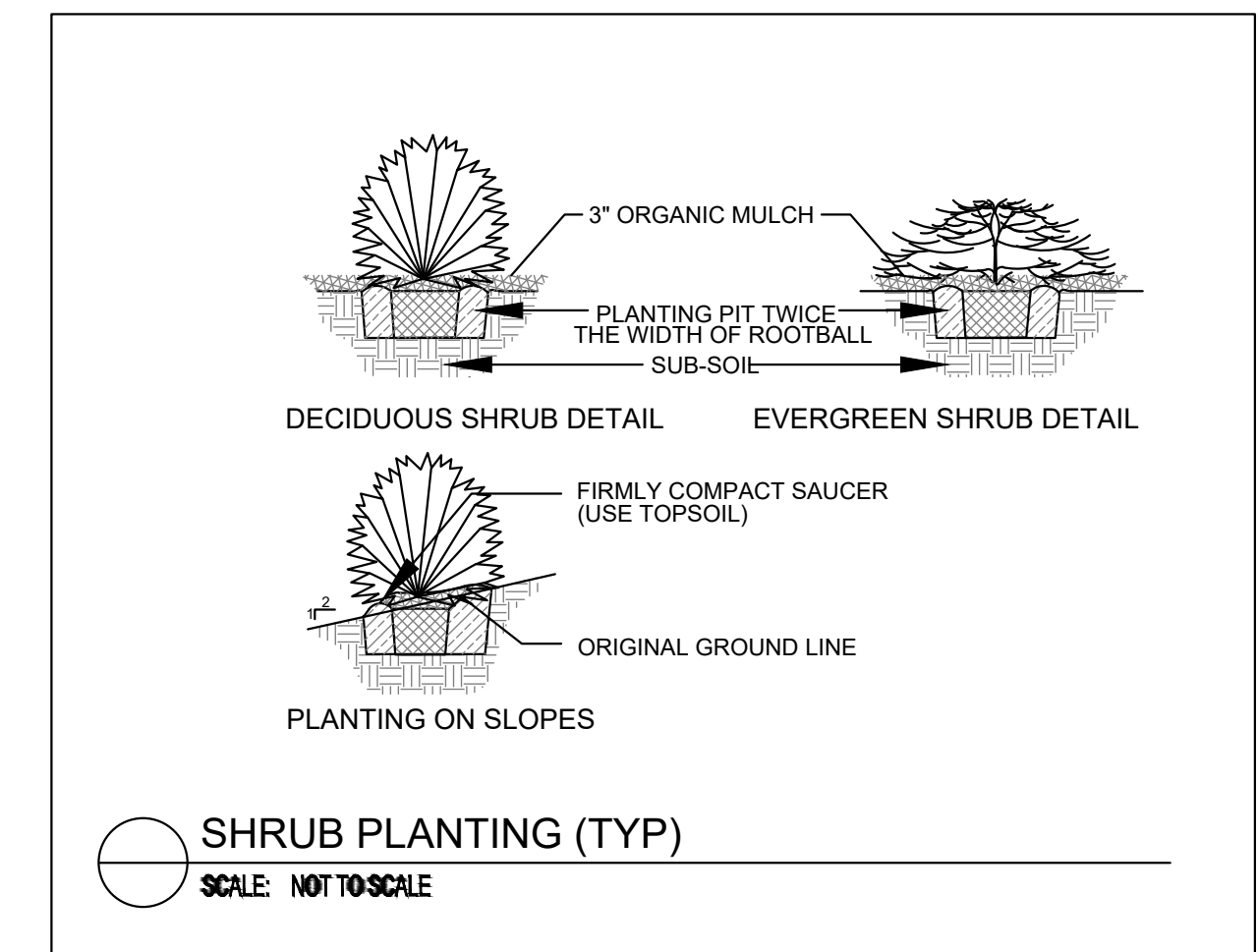
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TOTAL NUMBER OF UNITS: 41
TOTAL NUMBER OF BICYCLE PARKING PROVIDED: 15

PROPOSED LANDSCAPING:

SYMBOL	#	COMMON NAME (BOTANICAL NAME)	MINIMUM PLANTING SIZE	MATURE SIZE (HEIGHT & SPREAD)
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	4	RED MAPLE (1/6 OF TOTAL OVERSTORY TREE COUNT)	1.5-2.5" CALIPER	40' & 30'
	5	HONEYLOCUST (THORNLESS) (1/6 OF TOTAL OVERSTORY TREE COUNT)	1.5-2.5" CALIPER	30' & 30'
	127	GRO-LOW SUMAC (RHUS AROMATICA GRO-LOW)	3 GALLON	3'-5' & 3'-5'
	16	BABY BLUE SPRUCE (PICEA PUNGENS 'BABY BLUE')	1.5-2.5" CALIPER B&B	15'-20' & 10-15'
		ENGLISH IVY GROUND COVER (HEDERA HELIX)		
		EXISTING TREE		

- PROPOSED 6" P.C.C. (3,544 SQ. FT.)
- PROPOSED SOD/SEED (1,928 SQ. FT.)
- PROPOSED 4" CONCRETE SIDEWALK (1,362 SQ. FT.)
- EXISTING ASPHALT (24,850 SQ. FT.)
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WINDSOR COURT APARTMENTS
6500 HICKMAN ROAD
WINDSOR HEIGHTS, IOWA

PRELIMINARY

DATE: 03.06.2025
DRAWN BY: L. BURKE
SCALE: 1"=20'
DRAWING NO: 24-068
FILE NO: C-701 - LANDSCAPING SHEET

**BOARD OF ADJUSTMENT
GOVERNING BODY RULES OF PROCEDURE**

AUTHORITY

In compliance with Iowa Code Section 414.9 and Windsor Heights Code Section 179.02 MEETINGS, which states that The Board of Adjustment shall adopt rules and regulations in accordance with this Zoning Code and the Code of Iowa, the following rules of procedure are hereby adopted by the Windsor Heights Board of Adjustment.

The following shall be in effect upon their adoption by the Board and until such time as they are amended, or new rules adopted.

Adopted on: 2/2/2026 by Resolution No. _____

1.0 OFFICERS

Section 1.0 – OFFICERS The Windsor Heights Board of Adjustment shall select from its membership a Chair and Vice-Chair who shall perform the usual duties pertaining to such offices.

Section 1.1 – SELECTION At the first regular meeting of each fiscal year the Board will pick its officers from its membership. All officers are eligible for re-election.

Section 1.2 – TENURE The chair and vice-chair shall take office immediately following their election and shall hold office for a term of one year or until their successors are selected and assume office.

Section 1.3 – DUTIES The chair shall preside at all meetings and hearings of the board, shall decide all points of order or procedure, and shall appoint any committees that may be found necessary. The vice-chair shall assume the duties of the chair in the absence of the chair.

Section 1.4 – STAFF SUPPORT The City Administrator will designate city staff person(s) to serve as the secretary and provide staff support for the Board. The designated person(s) shall conduct all official correspondence subject to these rules at the direction of the Board, shall send out all notices required by these rules of procedure, keep the minutes of the Board's proceedings, keep a file on each matter that comes before the Board. For all appeals and applications, the designated staff person(s) shall issue the proper forms; see that information, maps and plats are compiled and ready for Board's review; notify any property owner and other interested parties by mail of the time and place of the hearing; and any other duties as determined by the Board.

2.0 MEETINGS

Section 2.0 – MEETINGS The annual meeting of the Board will take place at the first regular meeting of the fiscal year. Regular meetings of the Board of Adjustment shall be held at .5:30 p.m. on the third Wednesday of each month unless no matters are pending in which case no meeting shall be held. The secretary shall give each member of the Board seventy-two hours' electronic notice of such meeting.

Section 2.1 – SPECIAL MEETINGS Special meetings may be called by the chair or at the request of three members of the Board. Notice of the special meeting shall be given by the secretary to the members of the Board at least forty-eight hours prior to such meeting and shall state the purpose and time of the meeting.

Section 2.2 – QUORUM A quorum of the board shall consist of three members.

Section 2.3 – PUBLIC All regular, special and subcommittee meetings; public hearings; records; and accounts shall be open to the public. The Board may hold a closed session to consider or hear any matter which is authorized by state law to hear or consider in closed session.

Section 2.4 – NOTICE OF MEETINGS Public notice will be given for all meetings of the Board. The notice shall give the time, date and place of each meeting and its tentative agenda. Notice of meetings will be sent to the Board members and posted as required by law.

Section 2.5 – AGENDAS At least twenty-four (24) hours before a meeting, copies of the Board's tentative agenda shall be posted. The Board may not take action on any item that did not appear on the posted tentative agenda unless an exception is provided under Iowa law. The chairperson may rearrange the order of business appearing on the agenda as he or she may deem necessary to conduct the meeting.

Section 2.6 – ORDER OF BUSINESS The secretary shall prepare an agenda for each meeting and send it to each board member as part of the notification process (72 hours prior). The order of business shall be as follows:

1. Roll Call
2. Approval of Agenda

3. Approval of Minutes of Previous Meeting
4. Public Hearing and Decision on Matter(s)
5. Adjournment

Section 2.7 – VOTING

- a. The concurring vote of three (3) members of the Board is required to decide any matter before the Board, unless otherwise stated in the City Code. Voting will be by roll call and will be recorded by yeas and nays.
- b. All members of the Board, including the chair, are required to cast a vote for each action item. Minutes will show members absent for each vote.
- c. A member may abstain if he or she feels there is a conflict of interest, particularly if the conflict is of a financial nature. If a member elects to abstain from voting, he or she is required to state whether the abstention is due to a conflict of interest. The member is not required to state the nature of the conflict. Abstentions due to conflicts of interest shall not count as votes for the purpose of determining whether there has been an affirmative vote of a majority of the members present but shall be counted for the purpose of determining whether a quorum is present. An abstention for reasons other than a conflict of interest shall be deemed a vote with the majority or, in cases of a tie vote, a vote in the affirmative.

Section 2.8 – UNFINISHED BUSINESS When all appeals or applications cannot be disposed of on the day set (due to length of meeting or extenuating circumstances), the Board may adjourn from day to day or until the next regular meeting as the board may decide.

Section 2.9 – BOARD ACTION The Board may not vote on an appeal or application until all required information has been set forth on the forms and until the hearing has been conducted. The Board may postpone a decision on a matter until a later meeting to enable additional testimony to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the members present and voting.

Section 2.10 – PARLIAMENTARY PROCEDURE Roberts Rules of Order, Newly Revised, 12th Edition will govern the board meetings, unless otherwise provided herein.

3.0 BOARD DUTIES

Section 3.0 – MATTERS TO BE DECIDED BY THE BOARD The Board of Adjustment shall decide those matters set forth in Chapters 177, 179 and 180 of the Windsor Heights Code of Ordinances.

Section 3.1 – EX PARTE COMMUNICATION The outside communication regarding a matter to be reviewed by the Board is discouraged. Whereas, the majority of the actions of the Board are quasi-judicial in nature, the parties involved are entitled to the same fairness, impartiality and independence of judgement as one expects in a court of law. Any members of the Board who has been contacted by an applicant, appellant or interested party, shall so note at the beginning of the hearing on any item and should state what issues were raised and discussed on the request.

4.0 HEARINGS

Section 4.0 - PROCEDURE FOR HEARING MATTERS The following rules will apply to all appeals or applications before the Board.

Section 4.1 REJECTION OF APPEAL The secretary of the board shall reject any such application or appeal that is not filed within 20 days of the Administrator’s decision. Also, the secretary shall reject any such application or appeal unless same are made on prescribed forms properly filled out, with all required

data attached.

Section 4.2 PUBLIC HEARING At the time of the public hearing the applicant may appear in his or her own behalf and/or be represented by agent or counsel. In the absence of any personal appearance on behalf of the applicant, the Board will proceed to dispose of the matter on the forms and information provided in advance.

Section 4.3 ORDER OF HEARING The order of the hearing shall be as follows:

- a. City staff will present their report and recommendation.
- b. The applicant will be given 10 minutes to present the request.
- c. Members of the public are then allowed to speak, with each speaker allowed a maximum of 5 minutes. Speakers must introduce themselves, including their name and address.
- d. The applicant is then allowed five (5) minutes for a rebuttal.
- e. The hearing will then be closed, and the Board of Adjustment will discuss and vote on the issue.
- f. All comments are to be germane to the item under consideration and speakers are to maintain a courteous manner.

Public discussion/hearing may be reopened at any time during the meeting to permit additional testimony and evidence, including by staff, either to permit reconsideration of an action or for any other reason at the discretion of the Chairperson.

Section 4.4 RULES OF EVIDENCE Hearings before the Board need not be conducted according to formal rules of evidence. Any relevant testimony may be considered if it is the sort of testimony upon which reasonable persons may rely. The Chairperson may exclude irrelevant or redundant testimony and may make such other rulings as may be necessary for the orderly conduct of the proceedings while ensuring basic fairness and full consideration of the issues involved.

Section 4.5 BURDEN OF PROOF The burden of proof of any legal prerequisites to the granting of the relief or action sought shall be upon the party requesting such relief or action.

Section 4.6 QUESTIONING OF SPEAKERS Any person other than the Board desiring to direct a questions to a speaker or staff member shall submit the question to the Chairperson, who shall determine whether the question is relevant and whether or not it should be answered. Direct questioning of speakers or staff members may be allowed in extraordinary circumstances, at the discretion of the Chairperson.

Section 4.7 DELIBERATION After the hearing, the Board shall deliberate the matter. The Board may ask its attorney for comments.

Section 4.8 WITHDRAWAL The applicant or appellant may withdraw his or her application or appeal at any time prior to the decision by the Board of Adjustment.

Section 4.9 FINAL DECISION Final decision of any application or appeal shall be made in the form of a resolution:

- a. The resolution may affirm, modify, or reverse the decision of the Administrator.
- b. In the case of an application for variance or conditional use permit, the resolution shall set forth that the application is granted or denied, and
- c. Said resolution shall specifically set forth what variances or special uses are permitted and what conditions, if any, shall be complied with.

Section 4.10 NOTIFICATION Within fifteen days after the hearing the Administrator shall notify the

parties of interest of the Board of Adjustments' decision.

Section 4.11 REHEARING A rehearing of any decision of the Board of Adjustment may be made if the following occur:

- a. The motion to rescind is made by a member of the Board and carried by not less than four affirmative votes.
- b. New evidence is submitted that could not reasonably have been presented at the original meeting
- c. At least 90 days have elapsed since the resolution was defeated and the matter is put on the agenda for a rehearing.

5.0 RECORDS The secretary shall keep files of all minutes, forms, and additional information as a part of the legal record.

6.0 AMENDMENTS A majority vote of all the members of the Board of Adjustment shall be necessary to amend these procedural rules. Such proposed amendments shall be presented in writing at any regular meeting of the Board of Adjustment.

7.0 ADVISORY OPINIONS The Board of Adjustment will not provide advisory opinions on theoretical or actual situations that potentially may come before the Board as an appeal or application.

**BOARD OF ADJUSTMENT
GOVERNING BODY RULES OF PROCEDURE**

AUTHORITY

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Adopted on: 32/2018/20246 by Resolution No. _____

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- a. The concurring vote of three (3) members of the Board is required to decide any matter before the Board, unless otherwise stated in the City Code. Voting will be by roll call and will be recorded by yeas and nays.
- b. All members of the Board, including the chair, are required to cast a vote for each action item. Minutes will show members absent for each vote.
- c. A member may abstain if he or she feels there is a conflict of interest, particularly if the conflict is of a financial nature. If a member elects to abstain from voting, he or she is required to state ~~the reason for his or her abstention at the time of voting~~ whether the abstention is due to a conflict of interest. The member is not required to state the nature of the conflict. Abstentions due to conflicts of interest shall not count as votes for the purpose of determining whether there has been an affirmative vote of a majority of the members present but shall be counted for the purpose of determining whether a quorum is present. An abstention for reasons other than a conflict of interest shall be deemed a vote with the majority or, in cases of a tie vote, a vote in the affirmative.

Section 2.8 – UNFINISHED BUSINESS When all appeals or applications cannot be disposed of on the day set (due to length of meeting or extenuating circumstances), the Board may adjourn from day to day or until the next regular meeting as the board may decide.

Section 2.9 – BOARD ACTION The Board may not vote on an appeal or application until all required information has been set forth on the forms and until the hearing has been conducted. The Board may postpone a decision on a matter until a later meeting to enable additional testimony to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the members present and voting.

Section 2.10 – PARLIAMENTARY PROCEDURE Roberts Rules of Order, Newly Revised, 12th Edition will govern the board meetings, unless otherwise provided herein.

3.0 BOARD DUTIES

Section 3.0 – MATTERS TO BE DECIDED BY THE BOARD The Board of Adjustment shall decide those matters set forth in Chapters 177, 179 and 180 of the Windsor Heights Code of Ordinances.

Section 3.1 – EX PARTE COMMUNICATION The outside communication regarding a matter to be reviewed by the Board is discouraged. Whereas, the majority of the actions of the Board are quasi-judicial in nature, the parties involved are entitled to the same fairness, impartiality and independence of judgement as one expects in a court of law. Any members of the Board who has been contacted by an applicant, appellant or interested party, shall so note at the beginning of the hearing on any item and should state what issues were raised and discussed on the request.

4.0 HEARINGS

Section 4.0 - PROCEDURE FOR HEARING MATTERS The following rules will apply to all appeals or applications before the Board.

Section 4.1 REJECTION OF APPEAL The secretary of the board shall reject any such application or appeal that is not filed within 20 days of the Administrator’s decision. Also, the secretary shall reject any such application or appeal unless same are made on prescribed forms properly filled out, with all required

data attached.

Section 4.2 PUBLIC HEARING At the time of the public hearing the applicant may appear in his or her own behalf and/or be represented by agent or counsel. In the absence of any personal appearance on behalf of the applicant, the Board will proceed to dispose of the matter on the forms and information provided in advance.

Section 4.3 ORDER OF HEARING The order of the hearing shall be as follows:

- a. City staff will present their report and recommendation.
- b. The applicant will be given 10 minutes to present the request.
- c. Members of the public are then allowed to speak, with each speaker allowed a maximum of 5 minutes. Speakers must introduce themselves, including their name and address.
- d. The applicant is then allowed five (5) minutes for a rebuttal.
- e. The hearing will then be closed, and the Board of Adjustment will discuss and vote on the issue.
- f. All comments are to be germane to the item under consideration and speakers are to maintain a courteous manner.

Public discussion/hearing may be reopened at any time during the meeting to permit additional testimony and evidence, including by staff, either to permit reconsideration of an action or for any other reason at the discretion of the Chairperson.

Section 4.4 RULES OF EVIDENCE Hearings before the Board need not be conducted according to formal rules of evidence. Any relevant testimony may be considered if it is the sort of testimony upon which reasonable persons may rely. The Chairperson may exclude irrelevant or redundant testimony and may make such other rulings as may be necessary for the orderly conduct of the proceedings while ensuring basic fairness and full consideration of the issues involved.

Section 4.5 BURDEN OF PROOF The burden of proof of any legal prerequisites to the granting of the relief or action sought shall be upon the party requesting such relief or action.

Section 4.6 QUESTIONING OF SPEAKERS Any person other than the Board desiring to direct a questions to a speaker or staff member shall submit the question to the Chairperson, who shall determine whether the question is relevant and whether or not it should be answered. Direct questioning of speakers or staff members may be allowed in extraordinary circumstances, at the discretion of the Chairperson.

Section 4.7 DELIBERATION After the hearing, the Board shall deliberate the matter. The Board may ask its attorney for comments.

Section 4.8 WITHDRAWAL The applicant or appellant may withdraw his or her application or appeal at any time prior to the decision by the Board of Adjustment.

Section 4.9 FINAL DECISION Final decision of any application or appeal shall be made in the form of a resolution:

- a. The resolution may affirm, modify, or reverse the decision of the Administrator.
- b. In the case of an application for variance or conditional use permit, the resolution shall set forth that the application is granted or denied, and
- c. Said resolution shall specifically set forth what variances or special uses are permitted and what conditions, if any, shall be complied with.

Section 4.10 NOTIFICATION Within fifteen days after the hearing the Administrator shall notify the

parties of interest of the Board of Adjustments' decision.

Section 4.11 REHEARING A rehearing of any decision of the Board of Adjustment may be made if the following occur:

- a. The motion to rescind is made by a member of the Board and carried by not less than four affirmative votes.
- b. New evidence is submitted that could not reasonably have been presented at the original meeting
- c. At least 90 days have elapsed since the resolution was defeated and the matter is put on the agenda for a rehearing.

5.0 RECORDS The secretary shall keep files of all minutes, forms, and additional information as a part of the legal record.

6.0 AMENDMENTS A majority vote of all the members of the Board of Adjustment shall be necessary to amend these procedural rules. Such proposed amendments shall be presented in writing at any regular meeting of the Board of Adjustment.

7.0 ADVISORY OPINIONS The Board of Adjustment will not provide advisory opinions on theoretical or actual situations that potentially may come before the Board as an appeal or application.