

MEMORANDUM

TO: Marc S. Gerken, P.E. City Manager
FROM: Brent N. Damman, Building & Zoning Adm.
SUBJECT: MidWest Wood Trim Inc. Proposed Subdivision.
DATE: 05/08/95

2269
Scott
St
BND

All departments have reviewed the proposed four (4) lot subdivision plan submitted by MidWest Wood Trim, the following are the concerns and changes requested by staff.

ZONING ISSUES:

1. The minimum side yard setback for this subdivision is Ten (10) feet, the drawings submitted show five (5) feet.
2. The minimum rear yard setback for this subdivision is Ten (10) feet, the drawings submitted do not show a rear yard setback.
3. The developer will need to submit a lot drainage plan with elevations, and grading plan showing maximum finished grade at building line.
4. Please forward a copy of the attached City Code section 154.10 (final plat approval).

OPERATIONS DEPARTMENT ISSUES:

1. The City water department will make all water taps.
2. It is suggested that the developer extend all water service lines from the tap location to the lot lines.
3. The City water department is willing to supply 1" K copper and curd stops & curb boxes.
4. There is an existing water service line connected to New Heritage Homes office located near lot # 2 which was installed in 1992. This water service line could be extended across the proposed new roadway to feed lot # 2. (please contact Charles Heinze for the exact location of said).
5. The storm sewer service line extending to lot # 2 may be very close to the existing water service line mentioned above and may need to be adjusted.

ENGINEERING ISSUES:

1. Please show pipe types for storm and sanitary sewer lines.
2. All cinder fill must be removed in the areas of the proposed new roadway and approach off N. Scott Street.

3. Drive approach off Scott St. should be built to accommodate tractor trailer travel.

Marc; could you determine how we will handle the construction inspection and what fee's will be associated with said.

Memorandum

To: Marc S. Gerken, City Manager/City Engineer
From: Brent N Damman, Zoning Administrator *BND*
Date: 05/26/95
Subject: Subdivision Mid-West Wood Trim & Molding

The following are the procedures for processing the proposed subdivision along with the time frame's and associated fee's.

1. **ANNEXATION:** Clerk to advertise notice of public hearing for annexation 60 days prior hearing date. This is approved then by ordinance, three readings required plus a 30 day waiting period. Approval Time Frame 90 to 120 days from application. (depending upon rule suspension)
 - a. Submit annexation plat at 1 inch = 40 feet on reproducible mylar to the City Engineering Department.
 - b. After review by staff, the plat and ordinance will be forwarded to City Council for approval.
2. **ZONING OF LAND:** Public Hearing with Planning Commission, forward to City Council by ordinance, three readings required plus a 30 day waiting period. Approval Time Frame 45 to 70 days from application. (depending upon suspension of rules)
 - a. File application for Planning Commission hearing with the Zoning Administrator and submit a fee of \$100.00.
 - b. Submit a plat showing zoning district classification of annexation area and the boundaries thereof. (may be shown on annexation plat or on the Minor Subdivision Plat)
 - c. The zoning classification of the subject property will be C-5 Highway Commercial, if no action where taken it would automatically become "S" Residential.
3. **MINOR SUBDIVISION :** Public Hearing with Planning Commission, forward to City Council by Ordinance, three readings required plus a 30 day waiting period. Approval Time Frame 60 to 90 days from application. (depending upon suspension of rules)
 - a. File application for Planning Commission hearing with the Zoning Administrator and submit a fee of \$65.00.

- b. Submit a Final Subdivision Plat to Zoning Administrator drawn to a scale of 1 inch = 40 feet showing the zoning district classification and the boundaries thereof , on reproducible mylar, also include information on plat per attachments. (Public improvements must be complete at this point or a bond must be submitted for the cost of the balance of work to be completed.)
- c. Upon Planning Commission recommendation the plat would be forwarded to City Council for final approval.

The earliest date City Council could hear the annexation issue would be August 7th, 1995. If Council would suspend the rules, the annexation ordinance could be in effect by September 6th, 1995.

The earliest date the City Planning Commission may hear the Zoning Classification issue as well as the Minor Subdivision is on August 8th, 1995 with proper submittals. City Council could then hear both issues on August 21st, 1995, both issues would be by ordinance. With suspension of the rules; lots sales transactions could occur after September 21st, 1995.