



City Administrator & Staff Update

2024.03.15

- **Com Plan:** The website, survey and interactive are up and running. Please help to spread the word! Open to suggestions as well. Attached is the one-page document and QR code. I'd recommend taking a photo of the QR code and having it available to share with anyone you run into willing to scan and participate! Please make sure to fill out the survey and participate in the InputID interactive map – add items and comment on those that have already been posted. Thanks!
 - **Reminder:** We have posts on our social media accounts and website. We are always happy to assist or answer questions.
 - **Zoning Survey:** Please answer and return these survey questions that Kelly handed out last week to the best of your knowledge. Also attached.
- **Grants and DC:** The Miller-Meeks community project grant was submitted in coordination with SEIRPC and Shive-Hattery. The stormwater memo/summary is ready to go and Bolton & Menk is working up a one page graphic similar to the forcemain handout. I also completed a summary page for the Mt. Pleasant Street project (STBG funding and defense funding). Asked Bolton & Menk to assist with a flier for this as well.
- **Budget:** If I can get something put together for the budget discussion items – essentially a repeat discussion on the franchise Fee (waiting on a residential v commercial/industrial breakdown), levy rate, removing the \$1 capital project fee from utility bills, etc. This has been a grant week plus a number of other items. So, if I have everything, I may add it Monday. That said, the April 3rd meeting is the PowerPoint and setting the public hearing. At that meeting you could confirm our final budget details as you do not act on the budget until the 24th of April.
- **USDA:** I have a meeting to discuss funding opportunities through USDA next week. Likely stormwater or sewer options, but TBD. I'll let you know what I learn.
- **P&Z:** P&Z met last night to discuss Mr. Reif's request for a campground or RV park on the East side of their truck stop. IF this were to proceed, we have number of concerns, and this one area could be rezoned to specifically deal with this topic. P&Z is interested in moving forward and we should have a final draft ordinance to review in two weeks before coming to council. Licensing and inspections would need addressed as well. I may bring this topic up next week before going to much further to see if the council consensus is to move forward or not. Attached is the memo from the meeting and the full packet can be found here: <https://westburlingtonia.civicweb.net/document/100035/>

- **RAGBRAI:** Burlington RAGBRAI Logo and slogan Reveal this Friday at 2pm at the Port of Burlington. In addition, the Burlington RAGBRAI Website and Facebook Page will be mentioned.
- **Coffee Shop:** The new coffee shop is moving forward; plans are being submitted. In lieu of moving the current shop, we are looking at contracting the concrete work for \$4,100. This would allow a new stick-built building on the site.
- **Fiber:** Attached is a presentation on the fiber to the home project that I mentioned last week.
- **IMMI:** March 27th through March 29th I will be attending (Iowa Municipal Management Institute (IMMI) in Iowa City. This is the annual city manager continuing education program in Iowa.
- **Bridge Deck and Traffic Loops:** The contractor is running into issues with the traffic loops on the bridge that staff, our engineer, and the contractor our working through. IDOT is reviewing the bridge deck and is sending an inspector down to inspect the side panels.
- **Stormwater:** This past week's rains storm only showed us what we already know in regard to stormwater. The same key areas had problems, the WWTP took in 5M gallons versus around 300,000. Clearly an I&I issue in addition to the other identified problems. Mike took additional videos and photos.
- **Discovery Channel:** WBPD has been contacted about the follow Discovery Channel TV show and is following up:
 - I'm writing from a TV production company called Arrow Media. My team and I are working on a Discovery documentary series all about police pursuits, it's called *High Speed Chase*, and we are currently working on season 2. The series focuses on police pursuits and aims to give viewers more context and a better understanding of how law enforcement agencies conduct pursuits, the dangers they face and the techniques they use to minimize risk to both officers and civilians, and, where possible, the suspects themselves. As part of my research, I have been reading about a case that WBPD were involved in, also involving a perp named Jesse Dodge from December 18, 2022. I think I also read in my research that you were personally involved in this pursuit, is that right? Here's a link to an article about the case to remind you of it: <https://www.kwqc.com/2022/12/20/man-arrested-after-theft-high-speed-chase-west-burlington-police-say/>. From what I can see this looks like a brilliant example of the WBPD doing a pursuit by the book, taking the perpetrators in safely and with minimal risk to the public and to officers. From the News articles I've seen also looks like this would fit well into our series.

IT (Newberry)

- This week I had to repair some file permissions in Tyler as the update kept failing that needed to be ran.
- Also, I got a call from Splunk we were using massive amounts of data and when I logged in it showed several hundreds of thousands of authentication successes which had me worried until I realize I pushed down a module to all servers by accident that was only supposed to be deployed on one server and so it duplicated the data. We are no longer

over on data, so we won't have to pay any overage and nothing nefarious was going on in our network.

- Yesterday I stayed after to reboot servers so that updates could be ran on them. This week we also deployed the drone on the Sullivan Slew Road fire and captured some aerials for the new fire investigator that took over Marks position. Very nice guy and a pleasure to work with. Hope to work with him more in the future.

Police/Fire (Logan)

- Karl Chevrolet will be doing the install on Brice's vehicle here in a couple of weeks. Should have it up and going in the middle of April. His current vehicle we were going to keep so Building Inspector has a vehicle to drive if you are still ok with that.
- Contacted Bessine Electric and we are getting on the schedule to install the new generator.
- I will be forwarding a separate email reference to a company getting a hold of me. Reference to the car chase we had with Jesse Dodge back in December of 2022.
- Battalion Chief Boyd and Shackleford started this week at the FD.
- I've been working on the policies and published several of them today.

Building (Crooks)

Here are my weekly updates. I have *attached 4 reports* from iWorQ. Two are permits and nuisance cases from February, and two are for March as of today. As a reminder, I will be off tomorrow and Friday and will be back on Monday.

1. Completed rental permit for 608 Leffler St.
2. Completed underground plumbing inspection at new SCC Safe Room
3. Attended meeting with business owner at Westland Mall
4. Spoke with multiple residents regarding code questions for upcoming projects
5. Attended zoom meeting with iWorQ
6. Reviewed and issued building permits for various projects
7. Followed up on current nuisance cases
8. Prepared multiple nuisance notices for Brushtown area.

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates.
- Service trucks and Squad cars
- OSHA training
- Sign maintenance
- Backhoe training.
- Building maintenance and clean up

- Street sweeping
- Manhole repair
- Working on water valve replacement
- Dirt work
- Pulled leaking pump at east lift station and sent to Mississippi Valley pump for estimate.
- Main brake at school
- Power outage Saturday night 3-9-24 around 10pm till midnight. All generators worked as they should. Had to put out and pick up portable stop signs and reset traffic lights.



City of West Burlington

Zoning Ordinance and Subdivision Regulations Update

Discussion Questions

Planning & Zoning Commissioners – Below are a few questions we intend to discuss in order to get your feedback and guidance regarding the upcoming Zoning Ordinance and Subdivision Regulations Update process. If you prefer, feel free to jot down some initial thoughts prior to the meeting. Otherwise, you may offer your input at the Planning & Zoning Commission meeting and/or complete this comment form and return it to us following the meeting. Please see return instructions at the end of this comment form.

1. Weakness of current Zoning Ordinance structure.

2. Examples from other jurisdictions.

3. Recommended Zoning Ordinance structure.

4. Zoning Ordinance trends.



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Discussion Questions

5. What broad goals should be addressed in this Zoning Ordinance and Subdivision Regulations update to make you feel this effort has been successful?

Examples of possible broad goals:

- a. Make the code more user friendly (streamline and reorganize and provide more charts/graphics)
- b. Make the code more compatible with the Comprehensive Plan
- c. Provide a code that promotes (or does not hinder) new development, businesses, and tourism.
- d. Enhanced code enforcement activities and penalties
- e. Ensure that stakeholders, residents, and the general public have adequate opportunities to participate in the process.

6. More specifically, what areas of the Zoning Ordinance or Subdivision Regulations need the most attention? What are your top priorities?

Possible topics could include:

- Improve our application forms and review processes/timeline.
- Zoning district types and their permitted uses
- Establish a site plan review committee.
- Home-based businesses
- Establish design guidelines for the downtown.
- Account for emerging land uses/technologies (tiny houses, drones, sea containers)
- Parking of RV's/trailers in residential areas
- Subdivision platting requirements and procedures
- Increased code enforcement activities
- Expanded definitions section.
- Outdoor storage, screening or junk automobiles
- Updated signage provisions



City of West Burlington

Zoning Ordinance and Subdivision Regulations Update

Discussion Questions

- 7. From a process/procedure point of view, what procedures work well and what could work better? Does the Planning and Zoning Commission consider the types of cases it should?**
 - a. Comprehensive Plan amendments
 - b. Zone changes
 - c. Conditional use permits
 - d. Subdivision plats

- 8. What changes will be most welcomed, which will likely receive opposition, from whom and why?**

- 9. What areas cause difficulty when interpreting? Any definitions you wish you had?**

- 10. Do you run into common issues with the agricultural district?**



City of West Burlington

Zoning Ordinance and Subdivision Regulations Update

Discussion Questions

11. Any need to include feedlots or feedlot standards?

12. Do you have any screening for agricultural uses issues?

13. Do you have any issues with permitted or prohibited uses in any district?

14. Does the contextual setback work well?

15. Are there any issues with interpretation from city staff or developers?



City of West Burlington

Zoning Ordinance and Subdivision Regulations Update

Discussion Questions

16. Please add any additional comments you wish to be considered.

Planning & Zoning Commissioners – If you wish to complete this comment form, please provide your written comments by mm/dd/2024. For your convenience, you may return your responses via any one of the following:

- 1) Scan your written responses and email them to ed.salem@bolton-menk.com
- 2) Drop off your written responses to the City Administrator office.
- 3) Input your responses directly on the city website comment board.



MEMORANDUM

TO: Planning & Zoning Commission

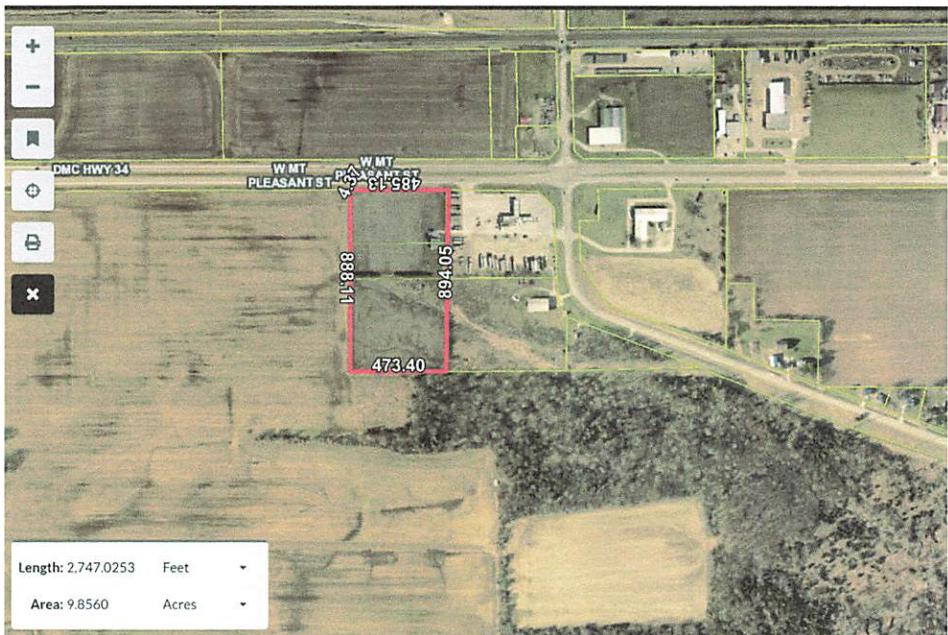
FROM: Kelly Fry, City Clerk

DATE: March 8, 2024

SUBJECT: Consider amending the Zoning Code to create a Campground District

The City has received a request from Clifford Reif, who owns the Hwy 34 Truck Stop at the corner of Hwy 34 and Hwy 406 Rd. Reif would like to build an RV Park on the property between the Truck Stop and the IAAP property. I have outlined the area in red in the picture below. This is the last piece of property located inside the city limits. The property to the west is owned by the IAAP.

The lot is zoned I-3 (Heavy Industrial) and a campground is not a permitted use in that zoning district. The City Code does have a Zoning District that allows for a Mobile Home Park, but this would be more of a temporary campground construction rather than permanent residences.



At this time, we are asking the Commission to consider the following options:

1. Is this the best use for the property?
2. Should the City consider allowing this type of use in an I-3 (Heavy Industrial Zoning District)?

Section 165.13(2) lists the permitted uses in an I-3 Zoning District of the Code
https://codelibrary.amlegal.com/codes/westburlingtonia/latest/westburlington_ia/0-0-0-4509#JD_165.13

3. Should a new Zoning District be created to allow this type of use?

I have pulled together some regulations from other communities that have campgrounds inside the city limits and drafted some regulations that could be used to regulate Campgrounds and a Campground Zoning District. These proposed regulations can be changed to meet our needs

If you have questions as you read through this information, please feel free to stop in or give me a call and we can go through it in more detail.

I will attach the letter from Mr. Reif along with his proposed site plan for the property.

If we create a new Zoning District to regulate Campgrounds, the following Sections of the Current City Code would need to be amended:

1. Section 165.03 Definitions
2. Section 165.04 District Map
3. Section 165.06 R-Residential Districts – Definitions
4. Section 165.09 Special Requirements for R-5 Districts.

The proposed amendments to our current language are highlighted in yellow.

1. 165.03 ZONING REGULATION DEFINITIONS

Section 165.03 currently includes definitions for “Recreational Vehicle” and “Trailer”

Recreational vehicle	<i>a vehicular type portable structure without permanent foundation, which can be towed, hauled or driven, and primarily designed as a temporary living accommodation for recreational camping and travel use; This includes, but is not limited to: travel trailers, truck campers, camping trailers and self-propelled motor homes</i>
Trailer	<i>a vehicular, portable structure built on a chassis, not constituting a mobile home or recreational vehicle, designed to be towed behind a motor vehicle</i>

PROPOSED AMENDMENT - Adds a new definition in Section 165.03 for “Campground” as follows:

Campground	<i>means real property made available to persons for temporary camping, whether by camper, recreational vehicle, or similar device, and includes the outdoor recreational facilities located on the real property. “Campground” does not include a manufactured home community or mobile home park.</i>
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2. 165.04 DISTRICTS AND MAP

Section 165.04(1) establishes the Base Zoning Districts for West Burlington.

PROPOSED AMENDMENT - Adds a new Zoning District titled "R-6 Campground Residence District" as follows:

- A-1 Agricultural District
- R-1 Rural Estate Residence District
- R-2 Single-Family Residence District
- R-3 Single and Two-Family Residence District
- R-4 Multi-Family Residence District
- R-5 Mobile Home Residence District
- **R-6 Campground Residence District**
- B-1 Limited Retail Business District
- B-2 General Business District
- I-1 Limited Industrial District
- I-2 General Industrial District
- I-3 Heavy Industrial District
- SU-CC Specific Use: Community College District
- SU-MC Specific Use: Medical Center District

3. 165.06 R RESIDENTIAL DISTRICTS – DEFINITIONS

Section 165.06 of the City Code currently includes five Residential Districts (R-1, R-2, R-3, R-4, R-5).

PROPOSED AMENDMENT - Adds a sixth residential district titled " R-6 CAMPGROUND RESIDENCE DISTRICT" as follows:

1. Purpose. These ~~five~~ six Residential Districts are established to regulate the location, density, and physical arrangement of dwellings in the City of West Burlington. While certain other uses are sometimes permitted, the primary focus of these districts will be the provision of dwelling space for the residents of the City.
2. List of Districts. The following Districts are hereby established and defined:

A. R-1 RURAL ESTATE RESIDENCE DISTRICT

(1) Purpose. This district is intended to provide for development of single-family detached dwellings in rural areas at the fringe of the developed area of the City, where municipal sewer infrastructure is not yet in place. Residences, blocks, and lots in this district may not conform in shape and size with ordinary rectangular alignment anticipated in the other Residential Districts. Certain adaptations may be allowed to accommodate alternative designs for streets and lot layouts in this district.

B. R-2 SINGLE-FAMILY RESIDENCE DISTRICT

(1) Purpose. This district is intended to provide for the development of low-density, single-family dwellings, without the intrusion of business or industry. Uses other than single-family residences will be restricted.

C. R-3 SINGLE AND TWO-FAMILY RESIDENCE DISTRICT

(1) Purpose. This district is intended to provide for the development of single-family and two-family detached or semi-detached dwelling units, at a low to moderate density, without the intrusion of business or industrial development.

D. R-4 MULTI-FAMILY RESIDENCE DISTRICT

(1) Purpose. This district is designed to provide higher-density multiple-family residential development without the intrusion of business or industrial development.

(2) This District has special requirements, not applicable to the other Residential Districts. Please see Section 165.08.

E. R-5 MOBILE HOME RESIDENCE DISTRICT

(1) Purpose. The R-5 Mobile Home Residence District is designed to promote the development of mobile and manufactured home parks, which are harmonious and non-conflicting with surrounding uses.

(2) This District has special requirements, not applicable to other Residential Districts. Please see Section 165.09.

F. R-6 CAMPGROUND DISTRICT

(1) Purpose. This district is designed to regulate temporary campgrounds in the City of West Burlington, Iowa, and to provide the minimum standard specifications for the construction, installation, maintenance, and operation of said parks. Further, it is unlawful for any person to hereafter establish, maintain, conduct or otherwise operate within the corporate limits of West Burlington, Iowa, any campground, unless such person will first obtain a special exception and/or other approval for the use of the described area as provided for herein. As stated previously, a recreational vehicle or travel trailer may not be used for human occupancy on any premises outside of a Campground District.

(2) This District has special requirements, not applicable to other Residential Districts. Please see Section 165.09.

4. 165.09 SPECIAL REQUIREMENTS FOR R-5 DISTRICTS.

Section 165.09 currently establishes Special Requirements for R-5 Mobile Home Residence Districts. We would amend this section to include Special Requirements for R-6 Campground Districts as well.

PROPOSED AMENDMENT – Amends Section 165.09 to include Special Requirements for “R-6 Campground Districts” as well as the “R-5 Mobile Home Districts” as follows:

The heading of this Section will be amended to read as follows:

“165.09 SPECIAL REQUIREMENTS FOR R-5 MOBILE HOME RESIDENCE DISTRICTS AND R-6 CAMPGROUND DISTRICTS”.

1. For all requirements specific to the R-5 Mobile Home Residence District and R-6 Campground Districts, other than those listed below, see Residential Districts - Requirements (Section 165.07)

2. Additional information on mobile and manufactured homes can be found in Section 146 of this Code of Ordinances.

3. **R-5 MOBILE HOME RESIDENCE DISTRICTS**

Mobile Home Parks are subject to the following conditions:

- A. Each mobile home park shall be at least 5 acres in size, and each boundary line of the park shall be at least 200 feet from any residential structure located outside the park unless they are separated by a natural or artificial barrier.
- B. The park shall be located on a well-drained site, properly graded to ensure rapid drainage and freedom from stagnant pools of water. Storm sewers and water retention ponds may be required.
- C. Each mobile home space shall be large enough to provide a distance of 10 feet between the side lot line and any mobile home or structure on the space, a front yard of not less than 15 feet and a rear yard of not less than 10 feet.
- D. All mobile home spaces shall abut upon a hard-surfaced and dust-free access drive of not less than 20 feet in width which shall have unobstructed access to a public street.
- E. All driveways and sidewalks in the park shall be hard-surfaced and lighted at night with electrical lights whose output shall be no less than 220 average lumens each (light output approximately equivalent to a 25-watt tungsten bulb), spaced at intervals of not more than 100 feet.
- F. Each mobile home park shall provide service buildings to house such toilet, bathing and other sanitary facilities and such laundry facilities as may be prescribed.
- G. Each trailer or mobile home space shall be serviced by not less than a 100-amp electrical service.
- H. Adequate sanitary facilities and supply of pure water shall be provided to each mobile home space.
- I. Each park shall comply with the regulations set forth by the General Assembly of Iowa.

4. **R-6 CAMPGROUND RESIDENCE DISTRICTS**

Campgrounds are subject to the following conditions:

- A. Application for License to Operate a Campground. Any person desiring to operate or expand a campground will first file an application for a campground license with the Building and Zoning Enforcement Officer. The application will be in writing, signed by the applicant and landowner, and will be accompanied by an initial license fee payment.

The Building and Zoning Enforcement Officer will forward said application and related materials to the City Public Works Director, Police Chief, and Fire Chief for their review and consideration, and when they have rendered their decision, the application will then be forwarded to City Council for final consideration, and action thereon.

- B. Annual License, Inspection, and Fees. The annual license fee for each campground will be set by Resolution of the City Council (Proposed Resolution to state \$250) and payable to the City Clerk on or before the last day of April of each year.

The campground operator will be required to coordinate an annual inspection with the Building and Zoning Enforcement Officer every year at least thirty (30) days prior to the expiration date of their license to allow for the on-site inspection of the various facilities of

the campground. The charge for the inspection will be borne by the campground operator at a rate set by Resolution of the City Council. (Proposed Resolution to state \$45).

C. Design, Development, and Maintenance Standards. The following listed standards will be used in the design, development, and maintenance of campgrounds\parks:

- (1) Each mobile home park shall be at least 5 acres in size, and each boundary line of the park shall be at least 200 feet from any residential structure located outside the park unless they are separated by a natural or artificial barrier.
- (2) The park shall be located on a well-drained site, properly graded to ensure rapid drainage and freedom from stagnant pools of water. Storm sewers and water retention ponds may be required.
- (3) As required by city code, all service drives and parking areas within the park will be constructed of durable, dust-free material.
- (4) Recreational vehicles shall be separated from each other and from other structures by at least ten (10) feet. Any accessory structure such as attached awnings, carports or individual storage facilities shall, for purposes of this separation required, be considered to be part of the recreational vehicle.
- (5) All mobile home spaces shall abut upon a hard-surfaced and dust-free access drive of not less than 20 feet in width, which shall have unobstructed access to a public street.
- (6) All driveways and sidewalks in the park shall be hard-surfaced and lighted at night with electrical lights whose output shall be no less than 220 average lumens each (light output approximately equivalent to a 25-watt tungsten bulb), spaced at intervals of not more than 100 feet.
- (7) Each campground shall provide service buildings to house such toilet, bathing and other sanitary facilities and such laundry facilities as may be prescribed.
- (8) Each trailer or mobile home space shall be serviced by not less than a 100-amp electrical service.
- (9) A maximum of ten (10) recreational vehicles will be permitted on any acre of ground, including streets within a campground.
- (10) The main entrance will be off a public highway or street, and the city must approve it regarding location, width, grade, drainage, surface, etc.
- (11) There shall be a landscaped area of at least 20 feet wide along exterior lot lines and street frontages, suitably planted and maintained to provide visual screening from adjacent properties and public roadways.
- (12) Individual campsites will be developed, and no more than one recreational vehicle will occupy a site at the same time.
- (13) Each campsite must be clearly numbered in a logical numbering system and visible from the service drive.
- (14) The campground operator will provide an adequate system of enclosed refuse and garbage collection and necessary containers, and full use will be made of these services available for waste and garbage disposal. It will be the responsibility of the campground operator to provide such adequate service as may be required by the City.

(15) All construction, including electric and plumbing work, will be done to standards of national, state, and local codes as each applies and will meet the approval of the appropriate inspecting official of the City of West Burlington.

(16) Provisions will be made for emptying holding tanks, if applicable.

(17) Adequate sanitary facilities will be provided for each site.

(18) Each site will be provided with an adequate supply of safe, potable water for drinking and domestic services. An adequate supply of hot water will be provided at all times in the service buildings for bathing, washing, cleaning, and laundry facilities.

(19) All fires will be made in stoves or other equipment provided for that purpose. Open, unattended fires will not be permitted.

(20) Playground equipment suitable for small children will be provided by the park operator.

D. Length of Stay.

(1) No recreational vehicle shall be used as a permanent place of dwelling for indefinite periods of time. Continuous occupancy extending beyond 60 days in any 12-month period is prohibited.

(2) The park operator will be required to keep an accurate and complete record of the overnight guests harbored in the park. Said records will include the guest's name, address, auto license number, year and make of car, date of arrival and departure. This record will be shown upon request to any duly authorized representative of any law enforcement agency.

(3) Any action toward removal of the wheels of a recreational vehicle, except for temporary purposes of repair or to attach the recreational vehicle to the grounds for stabilizing purposes, is hereby prohibited.

(4) The storage of recreational vehicles is prohibited. Any recreational vehicle not occupied for more than 30 days shall be deemed in storage.

E. Each and every rule and regulation promulgated by the Iowa State Department of Health and/or the Iowa Department of Natural Resources and all City regulations now in effect or which may hereafter be enacted affecting public health will be complied with.

F. Construction Permit Required.

A construction permit is required prior to:

(1) Adding, subtracting, or re-configuring campsites.

(2) Adding or extending water or sewer lines

(3) Construction of any structure

WEST BURLINGTON, IA 2045 COMPREHENSIVE PLAN:



<https://arcg.is/1a1XmP>

BACKGROUND

The City of West Burlington is currently collecting data for the West Burlington, IA 2045 Comprehensive Plan which is the city's future growth and wanted change document. A comprehensive plan lays the framework for the future of West Burlington's next twenty years based on available data and shaped by the voice of the community. The comprehensive plan is comprised of analysis of demographics, housing, land use, parks, infrastructure, transportation, and economic development. West Burlington's current comprehensive plan was completed in 2007 with an update recently. Many things have changed since the update, with the largest issue in recent years being the Covid-19 pandemic. It serves as a reminder of what rapid changes can happen to communities. The comprehensive plan presents an opportunity to help create a resilient, well thoughtout, and creative plan for West Burlington.

COMPREHENSIVE PLAN OVERVIEW

A comprehensive plan defines the goals and aspirations of the community's long-term development and will shape how West Burlington will change in the future. The plan will guide land use and transportation patterns, identify needs for parks, utilities, infrastructure, housing, and other community facilities. The plan will include historical context of West Burlington and work to guide public and private development and preservation of different areas within the City and within the 2045 timeframe. In order for the comprehensive plan to provide the most benefit to the community, we are seeking input not only for the plan itself, but what aspects of West Burlington community members would like to see change or stay the same.



Learn more on the project website or scan the QR code