



City Administrator & Staff Update

2025.01.17

- **Comp Plan and Zoning:** The amended timeline for review and adoption of the Comp Plan and Zoning Ordinance is attached.
- **FEMA BRIC Grant:** Still in FEMA review. I continue to follow up on this topic and meet next week with Bolton & Menk on the Stormwater Master Plan.
- **Alliant:** We met this week with Kay Sackville from Alliant and a second meeting with their operations manager will be forthcoming. They have plans to underground several areas in and around the “problem” areas where during storms we consistently lose power. I have asked them to review their known sites/issues to see what measures could be taken in the meantime to help resolve these issues.
- **Miller-Meeks:** John Kaufman with Miller-Meeks office will be stopping in next week. I plan to bring up the stormwater and sewer projects we took to DC for funding requests this past year.
- **REC:** It appears that the REC ordinance when converted to the PDF format for the agenda did have the changes accepted before being uploaded. A tracked changes is attached. This is the correct version from some months back. We plan to repeal the approved ordinance, hold the first reading next week and request that the 2nd and 3rd readings be waived given the minor changes and time involved.
- **IISC Downtown Streetscaping Project:** Will be meeting to discuss this topic with students now that the new semester is underway. If interested in participating or have someone who may be interested, please let me know.
- **SEIRPC Safety Action Plan and Survey:** Your feedback is needed: Help create safer streets in Southeast Iowa! The Southeast Iowa Regional Planning Commission (SEIRPC) is developing a Comprehensive Safety Action Plan (CSAP), and we want to hear from you! Please take a moment and complete a short survey today and tell us: How you get around in Southeast Iowa, Your experiences as a pedestrian, driver, or cyclist, and Improvements you would like to see. Be part of the solution to eliminating all traffic-related fatalities and serious injuries on our roads. Take the survey here: <https://bit.ly/SEIRPCSurvey>
- **City Calendar:** See attached yearly calendar.

IT (Newberry)

Gregg here is my update

- Ordered a new door system this week. It shipped on Thursday, January 16. The required switch is still out of stock and needs to be purchased.
- Cabled the storage array. Still waiting on transceivers for the array (they’ve finally shipped).

- Finished the budget report for Angie and submitted the final version.
- A server crashed, requiring new RAM. It arrived on January 16. Now just need time to bring the host down and install it.
- Encountered an issue with the backup system on Saturday but successfully corrected it.
- Finally transferred the phone from Stacia to Keegan and reset the voicemail. Managed to complete the Verizon account update as well so I have access to it again.
- Identified a bad hard drive on the old storage array—will arrange for its replacement.
- Completed final training for the Helpdesk system. Now need to inform users to start using it.

Police/Fire (Logan)

- Meet with the SnowBull Committee today and we have set up some time to do some radio interview on March 4 at 0900. The check presentation will be on Thursday March 6th between 800-830 PM. The radio station will be doing live remote broadcasts, and they may be doing one here at city hall or over at the Broadway. That is when they will be selling t-shirts for the fundraiser.
- I have Battalion Chief Prier and myself signed up for a Fire Inspector course that will be in March. We will be going to Marion Iowa every Monday in the month of March to take the class.
- Been working with the Iowa Fire Training Bureau in getting a Firefighter 1 class started. Still looking to start that in Early February.
- Sgt Melssen and I have been going through the applications that we have been receiving for the open Police Officer position. Looking at testing for that position in early February.
- Keegan will be starting on Monday looking forward to getting her trained and running. It will help relieve some of the duties that the Sgt's have been doing since Stacia resigned.

Building (Crooks)

Building

1. Four new building permits were applied for and issued.
2. Final inspection was completed on the new Bath & Body Works at 411 W. Agency Rd.
3. Final inspection was completed at SCC Safe Room. There are items remaining and a final C of O was not issued.

Code Enforcement

1. Four new nuisance notices were mailed out this week
2. Follow up was completed on outstanding nuisance issues with some being closed out

Misc.

1. Completed zoom meeting with iWorQ
2. Attended meeting with property owner for requested address number
3. Completed research on property for outstanding & ongoing nuisance issues
4. Worked with GIS & iWorQ to obtain property address to complete building permit

City Clerk (Fry)

Pool: Kelly Benz was in and picked up some applications and plans to start advertising and talking with the Y about certification classes. We've been discussing swimming lessons and due to the amount of staffing needed for group lessons and the lack of lifeguards certified to teach lessons, we feel it is best to eliminate that as an option this season. Maybe in the future when we have some seasoned lifeguards who are interested in teaching lessons, we could consider it again. Kelly is trying to find someone who could be willing to teach a water aerobics class in the evenings. We could get by with one lifeguard for that type of class.

Comp Plan/Zoning Code Update: Reviewing draft Comprehensive Plan and Zoning Code. Finalized schedule for approval process.

Meetings/Training: Local Authority Alcohol Presentation

Board Terms/Appointments to consider:

- Working on an Orientation packet for our new Board of Adjustment members.

Code Book Updates:

The following Ordinances to send to Iowa Codification to be included in the Code Book

849 - Ch 7 - Fiscal Management

850 - Ch 120 - Alcohol & Tobacco 090623

851 - Solar Energy System Regulations - 2nd Reading Amendments (2)

852 - Deleting property from TIF District (West Burlington-52 2023)-v2

853 - Approving Feb 2024 UR Amend

854 - Repealing Ord 541 Adopting - IPL Electric Franchise with FF

855 - Repealing Ord 542 - Adopting IPL Natural Gas Franchise with FF

856 - Establishing a Recreational Vehicle Park District

857 - Rezoning - Part of Hwy 34 Truck Stop from I-3 to R-6

858 - REC Franchise Fee - Electric

Ordinances Council needs to consider for adoption:

- Animal Control Board – We have not had any interest from residents in serving on this board. Jesse is in favor of removing the animal control board and having hearings on vicious animals go before the City Council.
- Urban Chicken Ordinance – Several sample ordinances have been sent out. Waiting for directions on which Ordinances Council would like to consider.
- Park Rules/Regulations – Requested by Police Dept.

Emails/Follow-up/Preparing Packet for Jan 22nd meeting

PERMITS:

- Issued a R-O-W Excavation Permit for Danville Telecom
- Alliant Energy has applied for Right-of-Way Excavation permits to convert overhead lines to underground in various areas including E. Pennington, Vernon, Melville, Van Weiss, and Ramsey. Initially they had a start date of January 2024 but have inquired about extending the permit out until 2025.
- Working with IworQ on customizing some of the forms.

COFFEE & CONVERSATION – If we want to continue Coffee & Conversation events in 2025, I think it would be nice to have the dates and location set. These are just suggested dates and locations. If anyone has other suggestions, please let me know and I will reach out to see if they can accommodate us. The Broadway doesn't open for breakfast anymore.



SNOW REMOVAL POLICY UPDATE – Staff updated the administrative policy which summarizes snow removal activities and the parking ban. See attached.

Finance (Moore)

This week, I have diligently compiled and reviewed all required materials for the Budget Work session binder. The binders have been finalized and made available to the council members. Additionally, I have successfully completed the end-of-year payroll process, ensuring the accurate filing and printing of W-2 forms.

Public Works (Williams)

Streets

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates (05)

Other Activities

- Parks and Broadway Street trash and recycling
- Service trucks and squad cars
- Service Jet truck
- Sign maintenance
- Building maintenance and clean up
- Haul brush and grass

- Pick up Christmas trees
- Patch
- Rock shoulders
- Maintenance all garage doors
- Took down dead tree

Projects

- We walked thru Spring St with local boring. They plan on starting to find utilities in the ground this week and will keep moving forward with the project as the weather permits.

Additional Items/Upcoming Items of Interest

- Cole signed up to take his grade 2 in water distribution
- Jacob has signed up for his grade 2 in wastewater treatment
- Greg and I started the interview process and had some good applications for the job.
- We will be having a meeting with alliant Jan 15 for some power outage issues in town and will also talk about the issues we are having at the south lift station

Summary

- The new VFD is in the south lift station and running. Working with alliant and Dave Bessine to come up with a solution for a fix to this ongoing problem.



CITY CALENDAR OF EVENTS 2025

DESCRIPTION	TIME
REGULAR CITY COUNCIL MEETING	6 PM
SPECIAL CITY COUNCIL MEETING	5:30 PM
BUDGET WORK SHOP (ALL DAY)	9 - 4 PM
BUDGET WORK SESSIONS (AS NEEDED)	6 PM
PLANNING & ZONING MEETING (TENTATIVE)	6 PM
BUSINESS OF THE YEAR AWARD	TBD
CITY HALL CLOSED FOR A SCHEDULED HOLIDAY	
LEAGUE OF CITIES CONFERENCE - DES MOINES	All Day
4 TH OF JULY CELEBRATION	All Day
TRICK-OR-TREAT	5:30-7 PM

DESCRIPTION	TIME
COFFEE & CONVO (QTRLY)	8 - 10 AM

NOTE:

- SEPT. 17, 2025 - regular council meeting conflicts with League Conference. Meeting moved to Tues., Sept. 16th at 6 pm
- 2025 Calendar is tentative and may be adjusted as needed.

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE											
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City of West Burlington Snow and Ice Control Policy

Updated 1/16/2025

Purpose

The purpose of this policy is to define and outline snow and ice control objectives and procedures as established by the City of West Burlington. This policy supersedes all previously written documents or unwritten policies of the City regarding snow and ice control. This policy and the level of service are to be implemented within the amount of money budgeted for this service as provided in the Street and Public Works budget.

Level of Service

The removal of snow and ice and the placement of sand, salt, or other abrasive materials on City streets during the winter months are primarily for the benefit of the local residents of West Burlington. Each storm has individual characteristics and must be dealt with accordingly. Here are the key points:

- **Road Conditions:** The portion of the roadway improved for travel will have snow and ice in a compacted condition. These conditions may be continuous or more concentrated on hills, in valleys, curves, intersections, or other locations with particular topography or traffic features.
- **Equipment Utilization:** The City's existing storm removal equipment will be utilized to implement this policy.
- **Snow Placement:** The entire width of the street or road improved for travel may not be cleared of snow, ice, compacted snow and ice, or frost. Snow cleared from the roadway shall be placed on or adjacent to the shoulder, ditch, or right-of-way. During snow removal operations, snow may be temporarily stored on a portion of the traveled way.
- **Visibility:** Snow can accumulate adjacent to the traveled portion of the road, greatly reducing or impairing motorists' sight distance to both the left and right. Snow removed from intersections will be piled in the corners, potentially resulting in piles of unequal height and reduced sight distances. Motorists should drive with caution.
- **Responsibility:** The City shall not be responsible for snow pushed or otherwise placed on the roadway or shoulders by others.
- **Motorist Caution:** Motorists must operate their vehicles with additional caution, especially regarding the surface of the roadway and reduced or impaired visibility. Motorists are advised to

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reduce their speed. No additional warning or regulatory signs will be placed to warn motorists of impaired sight distances, visibility at intersections, road blockages, single lane conditions, or slick or slippery road surfaces.

- **Shared Roadways:** Snow removal operations undertaken by the City on shared portions of roadways or those entirely within Des Moines County and/or The City of Burlington but maintained by the City under a formal or informal agreement, will be maintained the same as City streets and roads as described above.

Sequence of Service

The City Administrator, Public Works Director or their designee is responsible for selecting the sequence in which streets and roads will be cleared, based on the following considerations:

- **Hazardous Visibility:** Conditions that impair visibility.
- **Lack of Progress:** Situations where snow removal is not progressing effectively.
- **Priority Streets or Routes:** Additional attention needed for high-priority areas.
- **Safety Concerns:** Ensuring the safety of snowplow operators.

The judgment of the Public Works Director shall prevail in these decisions.

Initial Effort

- **Objective:** To open all routes as soon as possible.
- **Subsequent Effort:** After travel is possible, snow removal will continue during normal working hours.

Priority of Streets

1. **Major Collector Streets:** Gear Ave., Agency, Mt. Pleasant, Division
2. **Minor Collector Streets:** Huston, West Burlington Ave., Van Weiss, Broadway, Washington Rd., Beaverdale Rd.
3. **Local Streets:** Residential areas
4. **Alleys**
5. **Trails (city-maintained trail)**

Operation Hours

- **Normal Operation:** Truck-mounted snowplows and spreaders will typically operate during daylight hours or slightly before or after daylight, Monday through Friday.
- **Weekends and Holidays:** Normal service will be implemented if conditions warrant.
- **Emergency Conditions:** Snowplows and sanders will operate between 6:00 p.m. and 6:00 a.m. only in cases of emergency or extreme snow or ice conditions.

Additional Details

- **Dry Pavement:** It is not the policy of the City to provide “dry” pavement conditions.
- **Sand, Salt, and Abrasives:** After streets have been plowed, intersections, hills, and curves may have sand, salt, or other abrasive materials placed on them if warranted by the Public Works Director.
- **Snow Accumulation:** Snowplows and sanders will normally begin operation after an accumulation of two inches (2”) of snow on the road surface or when deemed necessary by the Public Works Director.
- **Private Property:** Normal snow removal operations may result in snow being deposited on private streets, drives, or sidewalks. The City will not clear snow from these areas, and snow from private properties should not be deposited on City streets.

Limitation of Service

The policy and level of service provided may not include the following:

- **Sanding, Salting, or Placing Abrasives:** The City may not sand, salt, or place other abrasives on roadways that are slick, slippery, and/or dangerous due to the formation of frost.
- **Additional Warning or Regulatory Signs:** The City may not place additional warning or regulatory signs to indicate impaired sight distances, visibility at intersections, road blockages, single lane road conditions, or that the road surface is slick or slippery. There will also be no signs indicating the advised speed of travel.

Miscellaneous

- **Mailbox Damage:** The City will not pay for damaged mailboxes unless actual contact is made by the snow removal equipment. Residents should mark their mailboxes in drift-prone areas to help City workers avoid them. Claims for mailbox damage must be submitted to the City within 72 hours to be considered for replacement.
- **Mailbox Snow Clearance:** Homeowners are responsible for clearing any snow that may accumulate around their mailbox to ensure mail delivery.
- **Fire Hydrants:** Homeowners with fire hydrants abutting their property are responsible for keeping them clear in case of fire.

Emergency Conditions

The sequence of service may be suspended during “emergency” conditions. The City will attempt to respond to an emergency condition where a blocked or impassable street or road is involved. Here are the key points:

- **Definition of Emergency:** An “emergency” condition exists where, due to weather conditions, loss of life is possible, serious injury has occurred or is possible, or extensive loss of property is imminent.
- **Reporting Emergencies:** Reports of such emergencies should be made through the West Burlington Police Department. Upon determining the existence of an emergency condition, the West Burlington Police Department will notify the Public Works Director or designee.
- **Suspension of Policy:** The provisions of this policy will be further suspended if the Governor, by proclamation, implements a state disaster plan or if the Mayor, by proclamation, declares an emergency under his authority by State Code.

Parking Ban for Snow Removal and Snow Emergency

The City Administrator, Public Works Director, or their designee may declare a parking prohibition on city streets due to snow, sleet, or freezing rain. No parking is allowed on designated streets during the prohibition period to facilitate snow removal. The prohibition ends either at a declared time or when announced by the City Administrator, Public Works Director, or their designee.

- **Notice of Declaration**
 - **Public Announcement:** The media will be notified of the declaration, including radio, TV, and newspapers. The announcement will include the effective time and affected streets.
 - **Website and Social Media:** Snow emergency notices will also be posted on the City's website and social media sites.
 - **Timing:** The prohibition will start at least two hours after the public announcement, made between 6:00 a.m. and 10:30 p.m.
- **Termination of Parking Prohibition**
 - **Ending the Prohibition:** The City Administrator, Public Works Director, or their designee will announce the termination of the parking prohibition when conditions improve.
- **Stalled Vehicles**
 - **Immediate Action Required:** If your vehicle stalls where a parking prohibition is in effect, you must move it immediately to a location where the prohibition does not apply.
 - **No Abandonment:** Do not leave your vehicle in a prohibited area except for a reasonable time to get assistance.
- **Fines for Non-Compliance**
 - **Fine:** A \$50.00 fine will be issued for failing to remove a vehicle during a snow emergency.
 - **No Warning:** No warning will be issued, so it's crucial to move your vehicle promptly.
- **Removal of Vehicles**

- **Authority to Remove:** Police or Public Works can remove vehicles parked in prohibited areas, stalled vehicles not being moved, or vehicles violating parking laws that interfere with snow removal.
- **Notification:** The Police Department will notify the vehicle owner within 24 hours of removal. If unclaimed within three days, the vehicle may be considered abandoned.
- **Exceptions**
 - **Broadway and Wheeler Streets:** Vehicles parked in the 100 and 200 blocks of Broadway Street and the 100 block of Wheeler Street are exempt from towing and citation regulations if the operator is working or doing business with a downtown establishment during a snow emergency.

STEPS to follow when calling a Snow Emergency Parking Ban:

1. City Administrator, PW Director, or their designee **calls for a Snow Emergency** Parking Ban and **determines the Start Date/Time and End Date/Time** for all vehicles to be removed from the street. *(A minimum 2-hour notice will be given between 6:30 a.m. and 10:30 p.m. before parking ban goes into effect)*
2. Staff will **post an Alert Banner on the City website**, and details of the ban will be posted on all Social Media sites through Buffer with the date and time the ban goes into effect.
3. Notice will also be emailed to the following newspaper, radio, and TV media outlets (same as buffer post):
 - a. Burlington Radionews@burlingtonradio.com
 - b. Burlington Beacon - burlingtonbeacon@gmail.com
 - c. DMC News - lpc@louisacomm.net)
 - d. KBUR Radio News - news@burlingtonradio.com
 - e. KCPS Radio - kcps@aol.com
 - f. KWQC News 6 - news@kwqc.com
 - g. Pen City Current -lee.v@pencitycurrent.com
 - h. The Hawkeye - @thehawkeye.com
 - i. Tri States Public Radio - publicradio@wiu.edu
 - j. WGEM News 10 - news@wgem.com
 - k. WHBF-TV/KGCW-TV/KJLB-TV - 4newsroom@whbf.com
 - l. WQAD News 8 - news@wqad.com
4. When the Parking Ban expires, the banner will be removed from the city website and social media sites through Buffer with the date and time the parking ban expires. Notice will also be emailed to the Media Group.

West Burlington- 1-08-25

Teams meeting:

Gregg Mandsager Kelly Fry, Frannie Nielsen, Jim Harbaugh, Mojra Hauenstein

<u>Comp Plan Timeline- Iowa Code 414.3</u> <i>Public Hearing by P&Z only</i>	<u>Zoning Code Timeline</u> <i>Public Hearing by P&Z and City Council</i>
<p>1/10: BMI sends Comp Plan to Gregg, Kelly & Mark.</p> <p>1/20: Receive feedback from Gregg, Kelly & Mark.</p> <p>1/22: Integrate feedback.</p> <p>1/24 – 1/30: Share with Comp SC</p> <p>2/13: P&Z Meeting/Joint Work Session with Council – BMI/Comp SC presents Comp Plan to P&Z & CC (BMI - in person) <u>P&Z sets PH date on Comp Plan for 3/13.</u></p> <p>2/14 – 2/20: Share and post publicly. Gregg, Kelly & Mark to have internal discussions with P&Z, BOA, and CC. Any proposed amendments will be gathered and sent to BMI to include in the Comp Plan prior to 3/13 PH. Notice of Public Hearing prepared by 2/24.</p> <p>2/28: Public posting for P&Z PH on 3/13 (goes to paper 2/24 to publish 2/28, 13 days prior to PH)</p> <p>2/28: P&Z Agenda packet out.</p> <p>3/5: Open house at City Hall from 4:30 PM to 6:00 PM (90 minutes) – SC will be at Open House to answer questions and will report comments back to BMI or BMI available Virtually. <i>(I feel like it would be more beneficial to have BMI for the official presentation to P&Z and CC)</i></p> <p>3/13: <u>P&Z Public Hearing (BMI Virtual)</u> - Provides a recommendation to CC. Invite CC as a member of the public. P&Z makes a recommendation for CC approval of the Comp Plan. Includes any necessary edits in the recommendation.</p> <p>3/14: BMI reviews edits with Gregg, Kelly & Mark makes edits, and BMI prepares the final Comp Plan for CC adoption on 4/2/25.</p> <p>3/28: CC agenda packet goes out.</p> <p>4/2: CC presentation of final Comp Plan document by BMI (BMI Virtual). <u>Council adopts Comp Plan</u> by Resolution. No CC PH for Comp Plan.</p>	<p>1/10: BMI sends Zoning code to Gregg, Kelly & Mark.</p> <p>1/20: Receive feedback from Gregg, Kelly and Mark.</p> <p>1/24: Attorney completes legal review (gives attorney 10 days).</p> <p>1/27 - 2/6: BMI integrates attorney edits and sends to Zoning SC.</p> <p>2/6 - 2/12: Feedback due back from SC Zoning.</p> <p>2/12 – 3/13: BMI reviews SC feedback with Gregg, Kelly & Mark and integrates feedback accordingly.</p> <p>3/13: P&Z Meeting/Joint Work Session with Council – BMI/Zoning SC presents Zoning updates to P&Z & CC (BMI– in person) <u>P&Z Sets PH Date for – 4/10</u></p> <p>3/14 – 3/20: Share with public. Gregg, Kelly & Mark conduct internal meetings with Comp SC, P&Z, CC, BOA.</p> <p>3/28: Public posting for P&Z PH on 4/10 (goes to paper 3/24 to publish 3/28, 13 days prior to PH)</p> <p>4/10: <u>P&Z PH – (BMI Virtual)</u> - Provides a recommendation to CC. Includes any necessary edits in recommendation.</p> <p>4/16: <u>CC sets date for PH for 5/7.</u> Notice of Public Hearing prepared by 4/21.</p> <p>4/25: Public posting for CC PH on 5/7 (goes to paper on 4/21 to publish 4/25, 12 days prior to PH)</p> <p>5/2: CC agenda packet goes out.</p> <p>5/7: CC presentation of Zoning Amendments by BMI (BMI Virtual). <u>CC holds PH and approves 1st reading of the Ordinance.</u> Council can choose to adopt it as is or adopt it with modifications. Modifications made by BMI and given back to City Clerk by 5/16 when CC Agenda goes out for 5/21 meeting.</p> <p>5/21: <u>CC approves 2nd reading of Ordinance</u> with any modifications approved on 5/7.</p> <p>6/4: <u>CC approves final reading of Ordinance.</u> Ordinance goes to paper 6/9 to be published in paper on 6/13.</p>

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