



## City Administrator & Staff Update

2025.02.14

- **Comp Plan:** See the attached PowerPoint Presentation presented by Bolton & Menk from Thursday night's P&Z meeting.
- **May 8<sup>th</sup>, 2025, IISC Closing Event/Reception:** Closing Event & Reception (Art Center) and Presentations (Concurrent Presentations for all programs). This will be open to the public.  
**HOLD THE DATE PLEASE!**
  - DRAFT Schedule: May 8 event. Please let me know your thoughts on the pairing of presentations and the locations. As discussed, I put Shared Services and Arts & Culture Plan together and in a space that will be sufficiently large. I'm not sure of the size of other spaces, so I trust you to have the best sense of what will go well where.

2024-25 Celebration - West Burlington/Burlington – IISC Partnership, May 8, 2025  
Concurrent Presentations

Space A [Burlington City Hall]

3:00 - 4:45 – Risk Assessment (Burlington)

4:00 - 4:45 – South Riverfront Park Redesign (Burlington)

Space B [Greater Burlington Partnership]

3:00 - 4:45 – Parks and Recreation Facility Design & Engineering (Burlington)

4:00 - 4:45 – Adaptive Reuse of Industrial Buildings (Burlington)

Space C [Burlington Public Library]

3:00 - 4:45 – Crapo Park Amphitheatre Evaluation and Rehabilitation

4:00 - 4:45 – Transportation and Land Use Plan (W. Burlington & Burlington)

Space D [Art Center or Capitol Theater]

3:00 - 4:45 – Arts and Culture Master Plan (W. Burlington & Burlington)

4:00 - 4:45 – Shared Services Study (W. Burlington & Burlington)

### Celebration

5:00 to 6:30 pm

Remarks by Travis Kraus, Gregg Mandsager, and Chad Bird

Awards presented by IISC

Appetizers and drinks

Live music

- **Trail:** Handrail testing is scheduled for Friday this week. 'm not sure when we will receive test results. If everything checks out, we will be able to proceed with clearing the item. If the grass is acceptable for the City to accept, we can then direct the contractor to remove erosion control devices and process the semi-final pay voucher. Then we will work through the resto of the audit process with the DOT to close the project. Dax Suntken, P.E., Civil Engineer, [Snyder & Associates, Inc.](#) Additionally, per Dax for IDOT: Remaining work on the Gear Ave Trail Extension project includes removal of erosion control devices. Once the handrail testing is completed and accepted (testing is scheduled for Friday) we will be ready to accept the seed and remove filter socks from the project. We are waiting until after test results are accepted in case there is any work needed that could re-disturb the project area. All other punch list items identified at our project walkthrough have been addressed. We are going to start working on the following forms ahead of the testing results
  - Form 830435
  - Pre-audit checklist
  - Materials IM 101
  - Draft semi-finals pay estimate

Please let me know if there is anything else that you need, or that we should be preparing at this time. Thank you, Dax Suntken, P.E., Civil Engineer, [Snyder & Associates, Inc.](#)

- **Public Art:** Update: Ali Hval is creating designs for alley way in Burlington and a micro-alleyway in West Burlington. Her intention is to have the project completed by May 8.
- **Alliant:** We have a follow up meeting scheduled for February 26<sup>th</sup> with Alliant that will include our government representative Kay Sackville along with their Distribution Engineer and Operations Manager.
- **IISC Arts & Culture Plan:** Attached is the agenda for our meeting tomorrow morning, as is the December draft of our Arts and Culture Plan. We do not need to touch on every single section of the plan for the sake of time, but we can surely focus on any comments, concerns, opinions, or suggestions you all may have after reviewing the current state of the plan. Additionally, Melanie won't be able to join us tomorrow, but I will take notes and forward them to her afterwards.
- **ImOn:** We met with the ImOn (Finer to the home project) team this past Tuesday. Great meeting. ImOn will be at our meeting this coming week to introduce the company. They are looking at an 8 week build out for the project and will "light up" homes along the way. One issue arose and that is our ROW license. Please note: They are seeking a ten-year license which would require a slight modification to our city code (in lieu of a 3- or 5-year license).
- **ICOG:** FYI – if you haven't seen it, here is the final edition of the newsletter from ICOG that focuses on trails: [https://irp.cdn-website.com/1abfbd68/files/uploaded/ICOG\\_January\\_Newsletter\\_%281%29.pdf](https://irp.cdn-website.com/1abfbd68/files/uploaded/ICOG_January_Newsletter_%281%29.pdf)

West Burlington is covered on p. 6. I think ours looks the best! They had specifically requested 'before and after' photos if available, and the only other example of that is on p. 4. The snow on the ground definitely diminishes the visual impact. Plus, it looks like both pictures were taken at the same time, with the 'before' picture just being an undeveloped area in the vicinity of the trail, for the purpose of showing contrast. Jarred, Senior Planner, Southeast Iowa Regional Planning Commission

#### **IT (Newberry)**

- **Storage Array Installation:** The cables for the Storage Array arrived yesterday. We can now proceed with the installation. I will provide an update next week on our progress.
- **Business of the Year Page Update:** Updated the page as Andy requested immediately after the council meeting.
- **Computer Installation:** Currently working on Rod Mesecher's computer.
- **Phone Troubleshooting:** Investigated Kelly's phone issue. Initially thought a new phone was needed, but the issue was traced to an intermittent faulty cable running to the basement. Since the conduit is full, I rerouted a new cable to a different outlet and marked the bad cable.
- **Door System Installation:** One end of the door cables has been terminated, and patch cables have been made. I will coordinate with Chase to determine the next available time to complete the installation.
- **Evidence Room Door System:** Working on getting quotes for a door system for the evidence room downstairs. The delay is due to locating the business card for the contact who can run wiring through the door frames. I'll share the quotes as soon as I receive them.

#### **Police/Fire (Logan)**

- During the snow emergency yesterday Officer Chiprez and myself wrote approximately 25 warning tags and came back several hours later and issued approximately 10 parking tickets.
- It was a very long process of tagging and then going back to issue citations. Looking at going to issue citations next go around then start towing vehicles if we need to. I think we need to discuss that if it less than 3 inches of snow we just issue a citation, but we receive more than that we go ahead and tow. Just trying to find a way to fine tune this process.
- With the weather we responded to 1 traffic accident which later found out that it occurred in Burlington.
- BC Prier and I meet with Feld Fire in reference to getting a quote for a new engine that we are looking at replacing in the next few years. The emissions mandate that looks to be going into effect in 2027, they are currently starting to build new Motors to be installed into the new Fire Trucks. They had to build a brand-new motor to meet all federal requirements and looks like it will increase the overall price per fire truck by \$80,000. We are looking at a very basic truck with really no extra's on it still costing in the \$800,000 range.
- We are still waiting to hear back from E-One to get some prices from them.

## **Building (Crooks)**

### **Building**

- No new building permit applications received this week.
- Review continues on proposed commercial project that is waiting additional information

### **Code Enforcement**

- No new nuisance notices were mailed out this week
- Follow up was completed on outstanding nuisance cases. Four were closed, two requested additional time, and one was abated.

### **Miscellaneous**

- Review was completed on zoning questions for commercial property on W. Agency Rd.
- Review was completed on construction projects around the natural gas pipeline for TC Energy.
- Review was completed on residential property for proposed buyer.
- Review continues for ongoing residential nuisance case.
- Interaction completed with U of I Students
- Assisted a contractor with questions on The Compliance Engine software.

## **City Clerk (Fry)**

### **Finance (Moore)**

This week, significant progress was made on several key initiatives:

#### **Police Department Wage Options:**

- Continued analysis of wage adjustments and potential impacts on the overall budget.
- Reviewed comparable compensation data from neighboring municipalities.
- Preliminary options for consideration to ensure competitive and equitable pay structures.

#### **Tax Rate Comparisons:**

- Conducted a detailed comparison of current and proposed tax rates
- Analyzed the potential impact of various tax rate scenarios on both revenue projections and taxpayers.

#### **Budget Updates:**

- Continued refining departmental budgets.
- Prepared for upcoming budget discussions with council.

#### **Tax Rate Options:**

- Modeled several tax rate scenarios, highlighting their impacts on both revenue generation and community affordability.

#### **Other Budget-Related Items:**

- Addressed various departmental budget needs
- Prepared supporting materials for upcoming budget workshops and presentations.

## **Public Works (Williams)**

### **Streets**

- Water and sewer labs

### **Utilities**

- Lift station rounds
- Clean lift stations
- Locates (04)

### **Other Activities**

- Parks and Broadway Street trash and recycling
- Service trucks and squad cars
- Sign maintenance
- Building maintenance and clean up
- Haul brush and grass
- Patch
- Paul sand
- Clean brush up at sewer plant
- Clean up scrap pile
- Run wire at city hall

### **Projects**

- Local boring has finished putting watermain in the ground. They will be doing pressure testing on the line and be taking water samples out of the line before moving forward with hooking people's services up to the new line.

### **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

### **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.



# **2045 Comprehensive Plan**

February 13<sup>th</sup> Joint Work Session

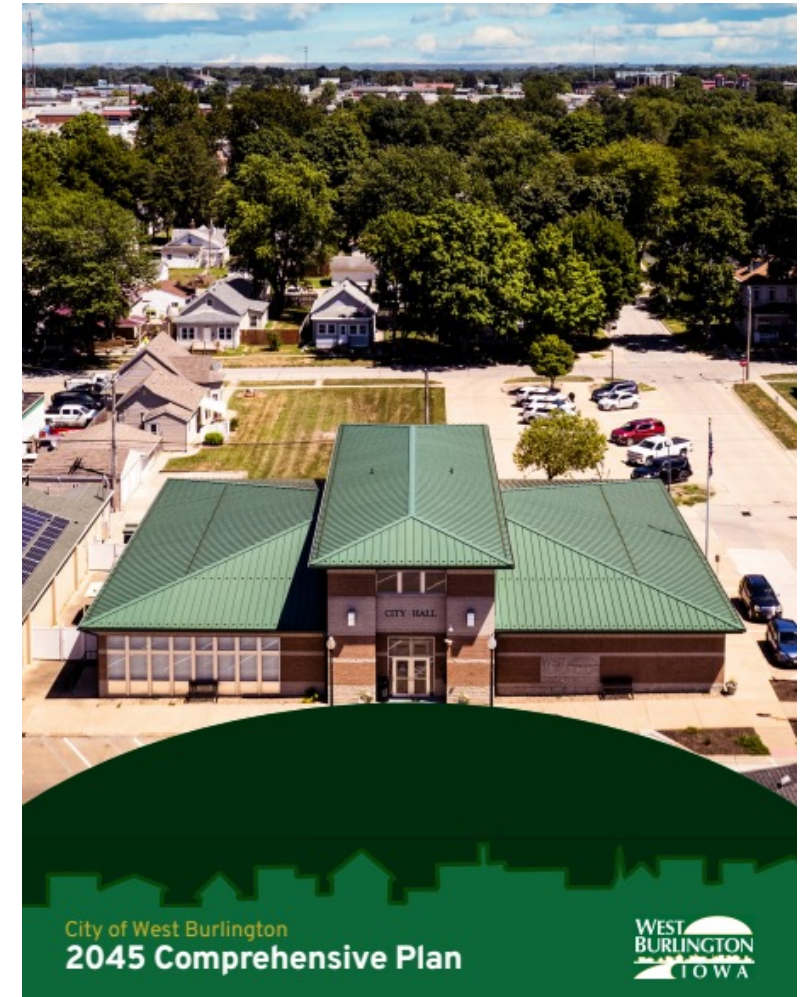
Frannie Nielsen, Planner

Jim Harbaugh, Principal, P.L.A., ASLA



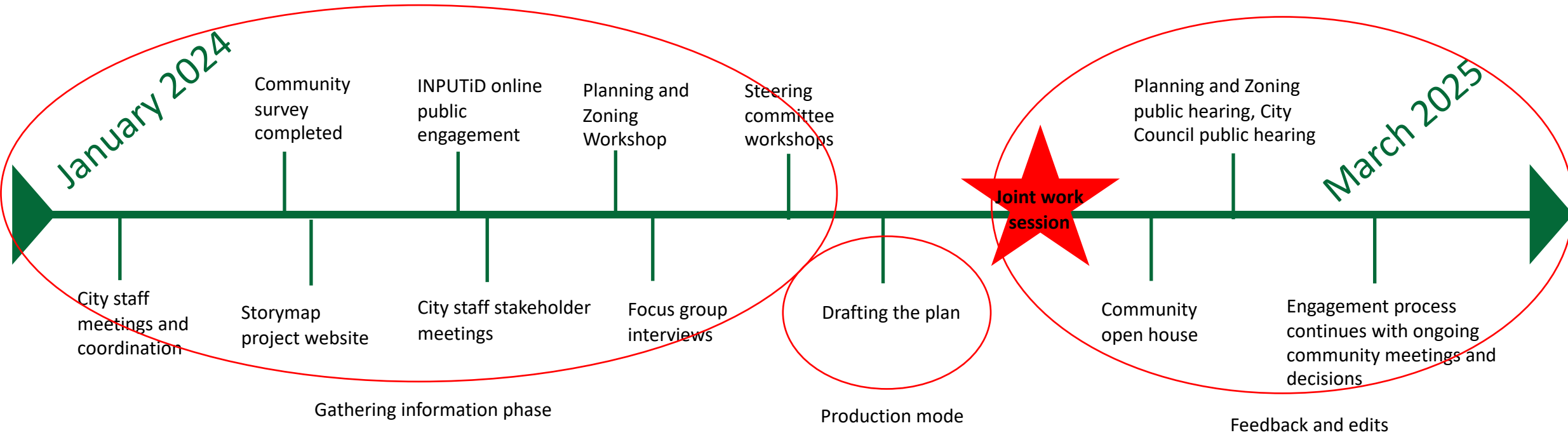
# Agenda

1. Timeline
2. Comprehensive Plan Elements
3. Next Steps
4. Questions and Comments



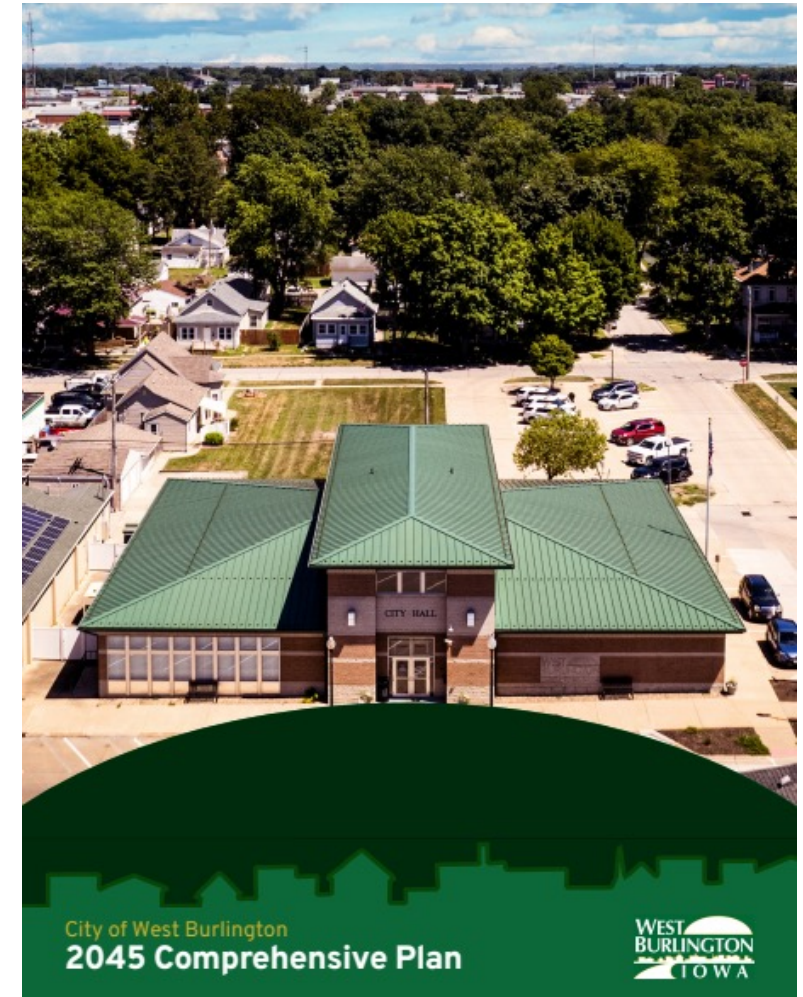
# Comprehensive Plan Timeline

## Planning Process



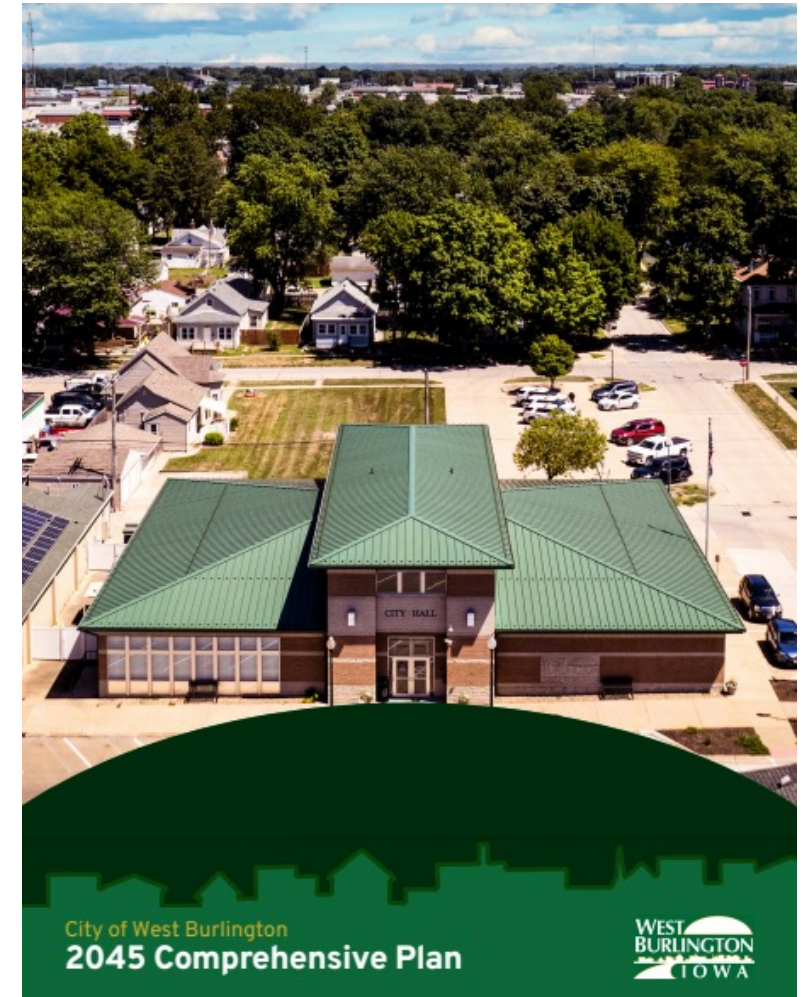
# Why do we need a comprehensive Plan?

1. Establishes a clear vision for the future
2. Outlines goals and strategies
3. Informed decision making



# Comprehensive Plan Elements

1. Chapter 1: Introduction
2. Chapter 2: Existing Conditions
3. Chapter 3: Planning Legacy
4. Chapter 4: The Dream
5. Chapter 5: Future Land Use
6. Chapter 6: Implementation



# Chapter 1: Introduction

- Background of West Burlington
- Comprehensive Plan 101
- Planning Process
- Public Engagement



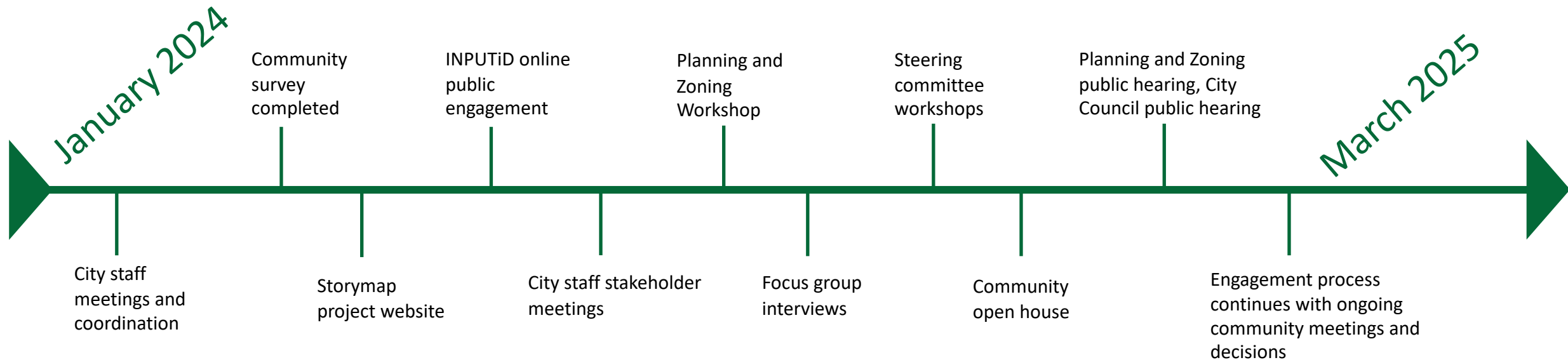
# Chapter 1: Introduction

- Background of West Burlington
  - History
  - Important Industries
  - Key Development
- Comprehensive Plan 101
  - Guide future investment and development
  - Leverage for decisions
  - Encouraged by the State of Iowa



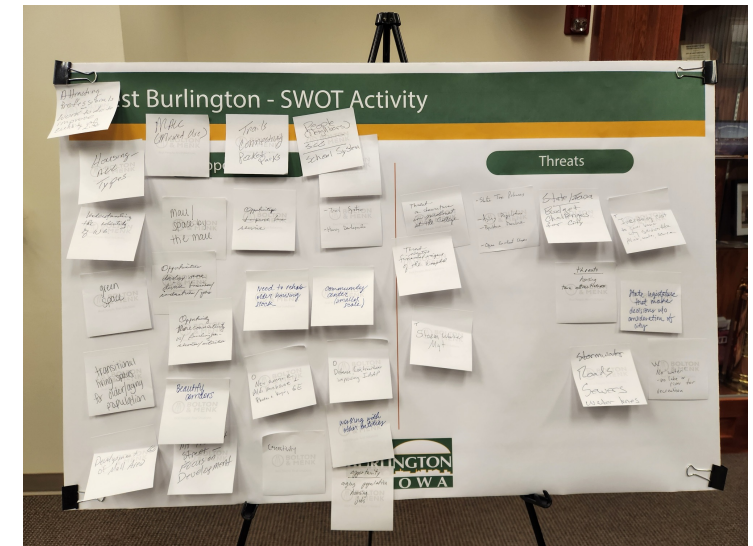
# Chapter 1: Introduction

- Planning Process



# Chapter 1: Introduction

- Public Engagement
  - INPUTiD
  - Community Survey
  - Steering Committee Meetings
  - Staff Interviews



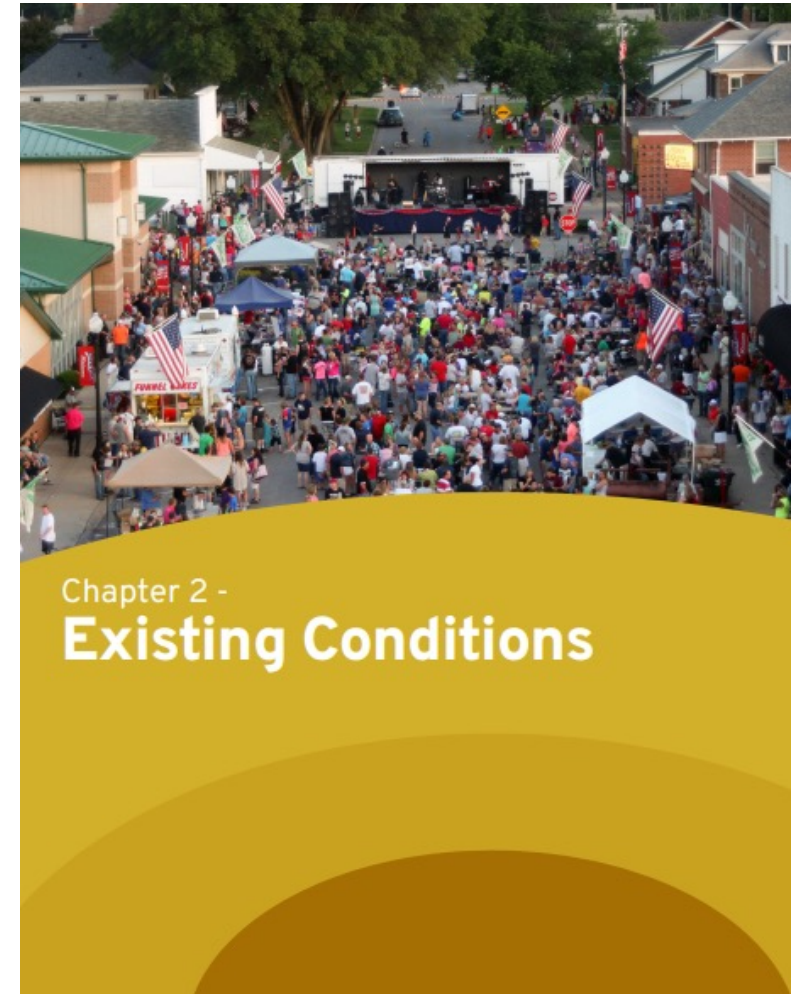
# Chapter 2: Existing Conditions

- Community Profile and Economic Development
- Land Use and Quality of Life
- Housing and Neighborhoods
- Transportation
- Natural Resources
- Utilities and Community Facilities

Key Facts and Trends

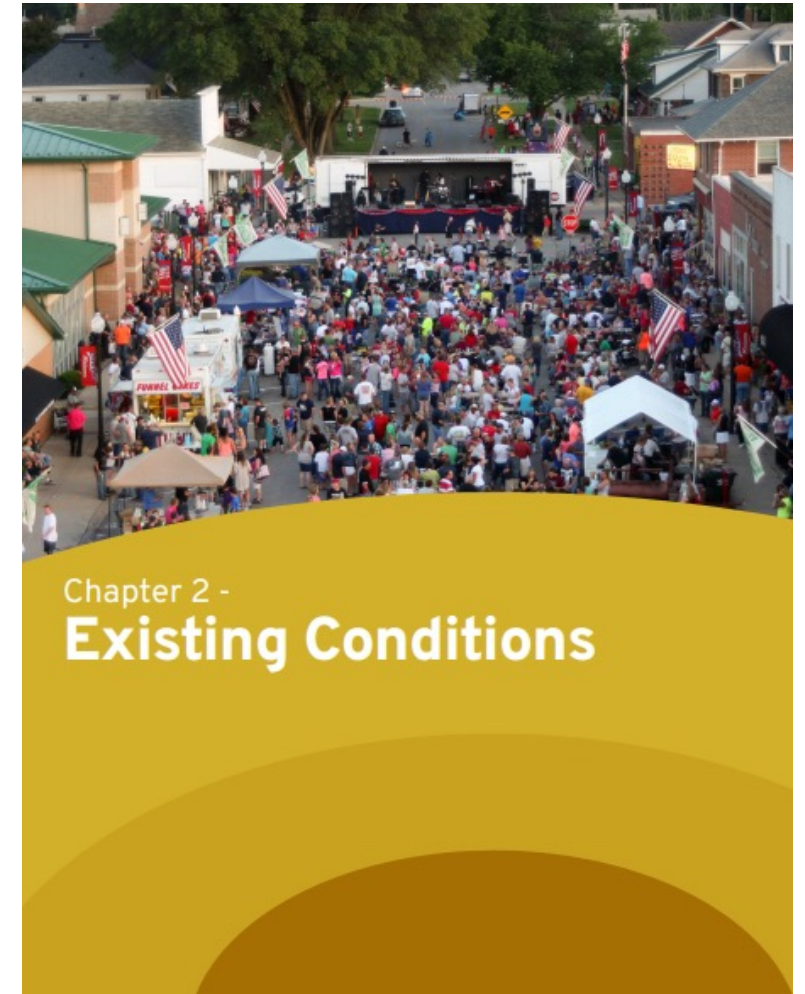
What We Heard

What It All Means



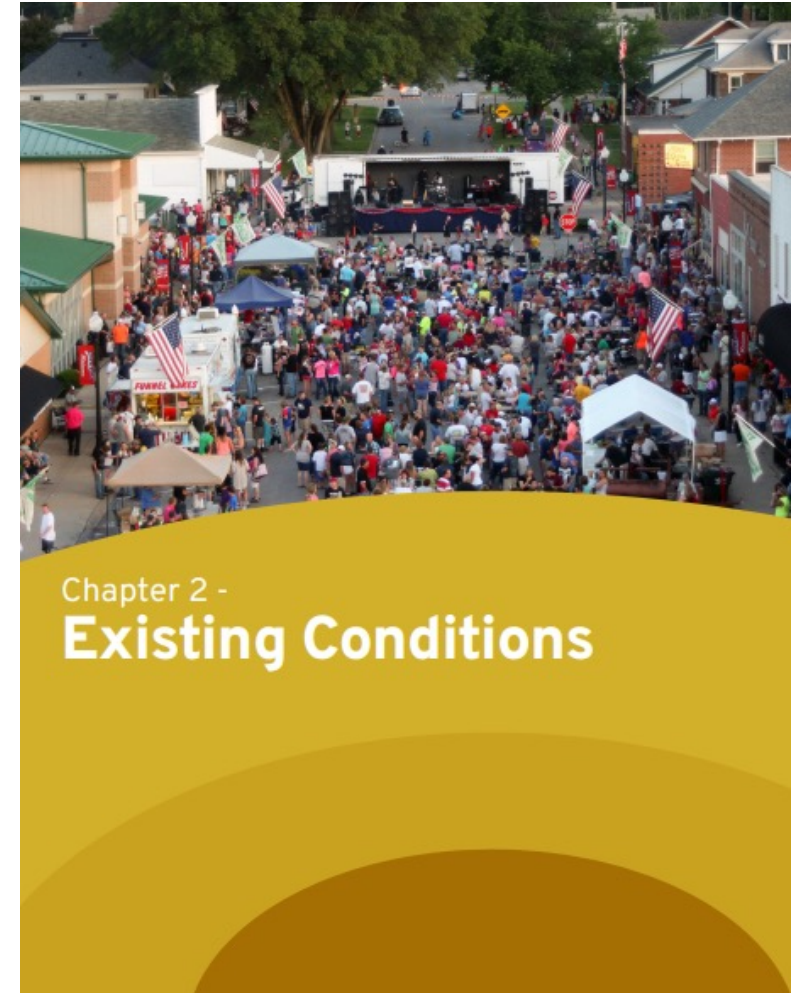
# Chapter 2: Existing Conditions

- Community Profile and Economic Development
  - Assesses demographics, social characteristics, education, and urban services in West Burlington.
  - Provides comparisons to other localities and regions
  - Provides an economic assessment



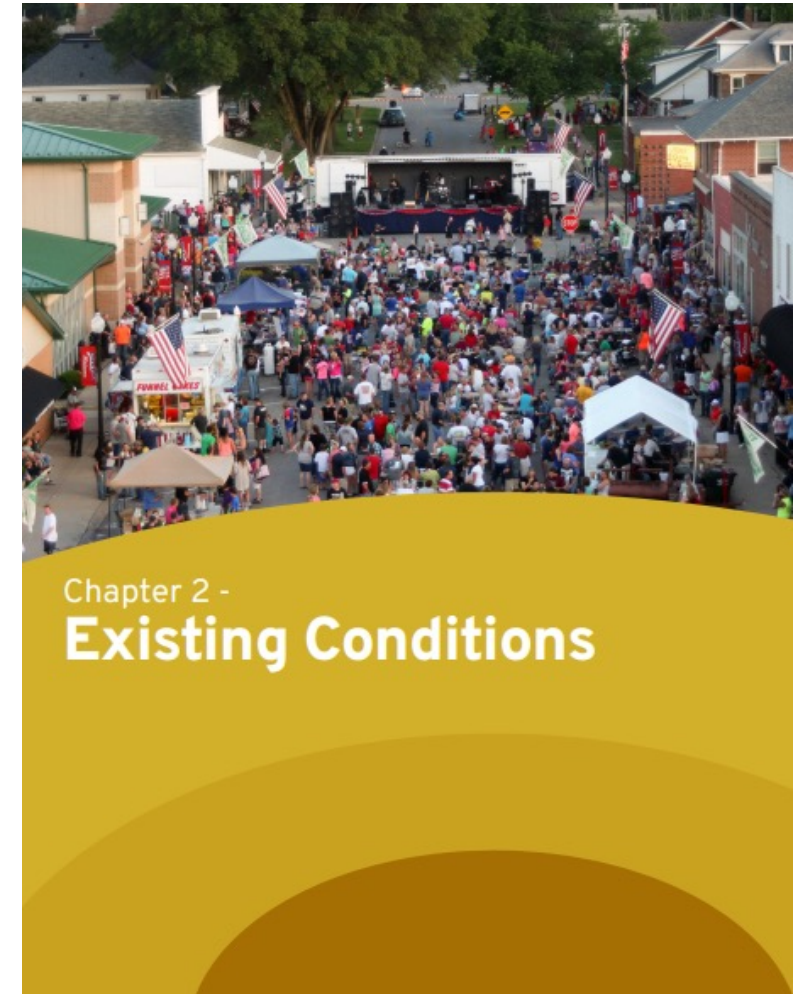
# Chapter 2: Existing Conditions

- Land Use and Quality of Life
  - Examines land use patterns and neighborhood character to balance preservation and growth.
  - Explores transportation system.
  - Evaluates existing land uses and the current zoning map.



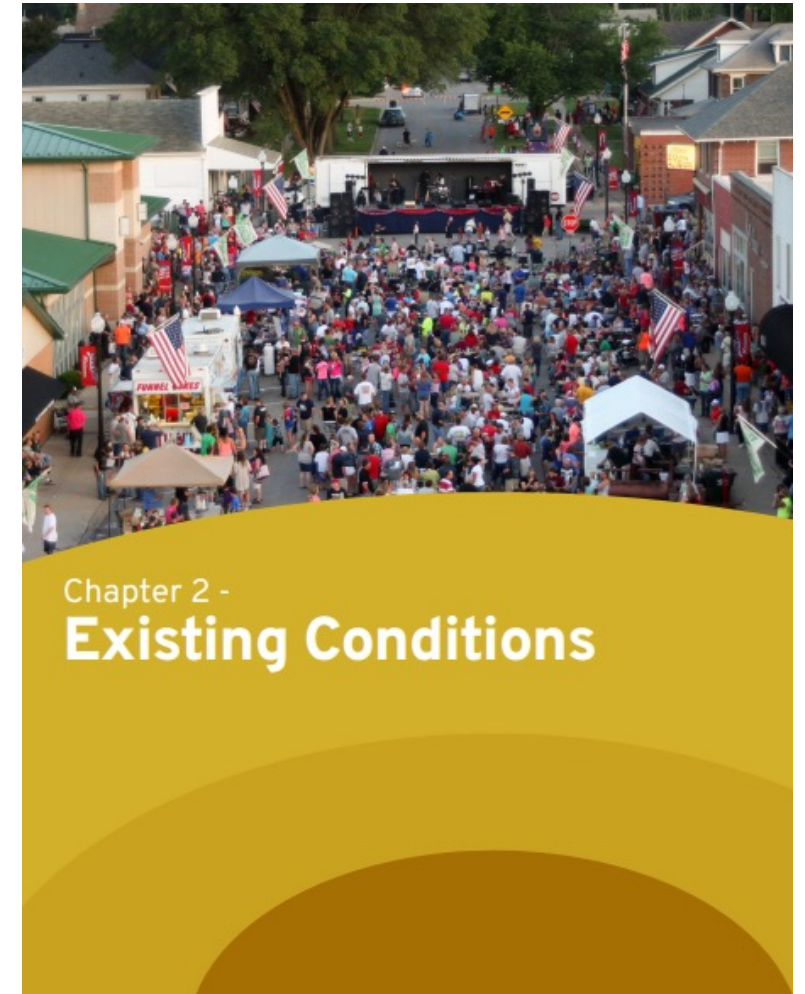
# Chapter 2: Existing Conditions

- Housing and Neighborhoods
  - Evaluates housing and transportation conditions to understand their interconnections and challenges.
  - Assesses accessibility and choice within these systems.
  - Incorporates findings from the county wide housing needs assessment.



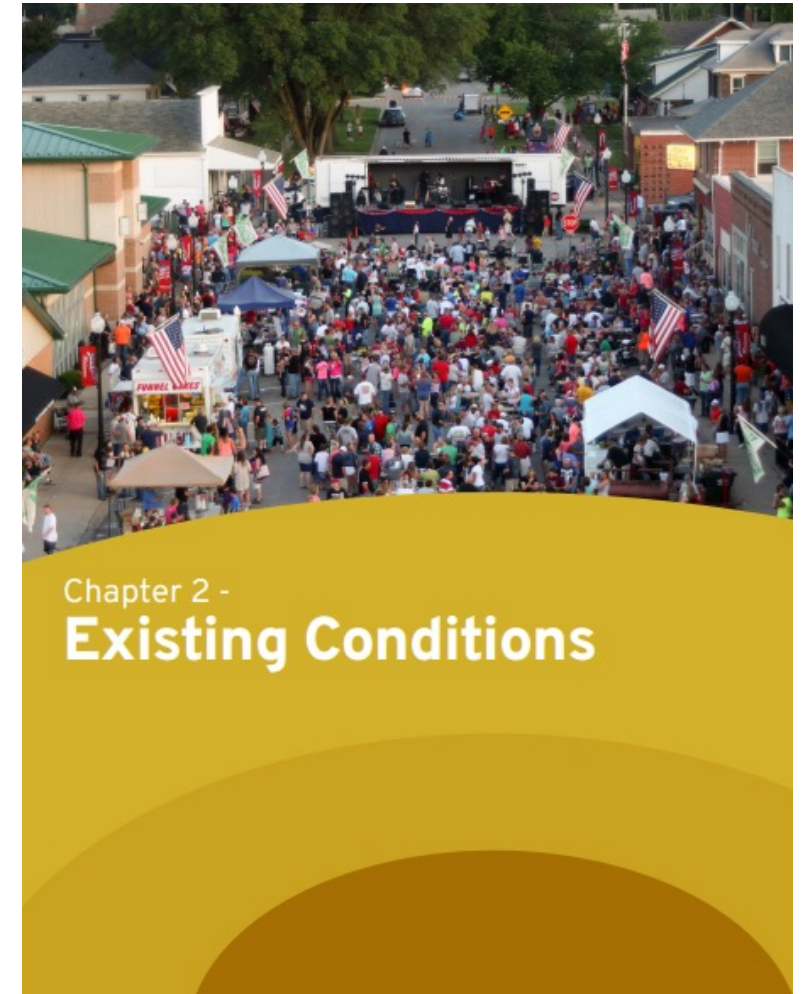
# Chapter 2: Existing Conditions

- Transportation – Multimodal and Active Transportation
  - Examines existing roadway conditions in West Burlington.
  - Evaluates the current street system, including functional classifications and jurisdiction.
  - Identifies gaps and future connection needs based on long-term growth.



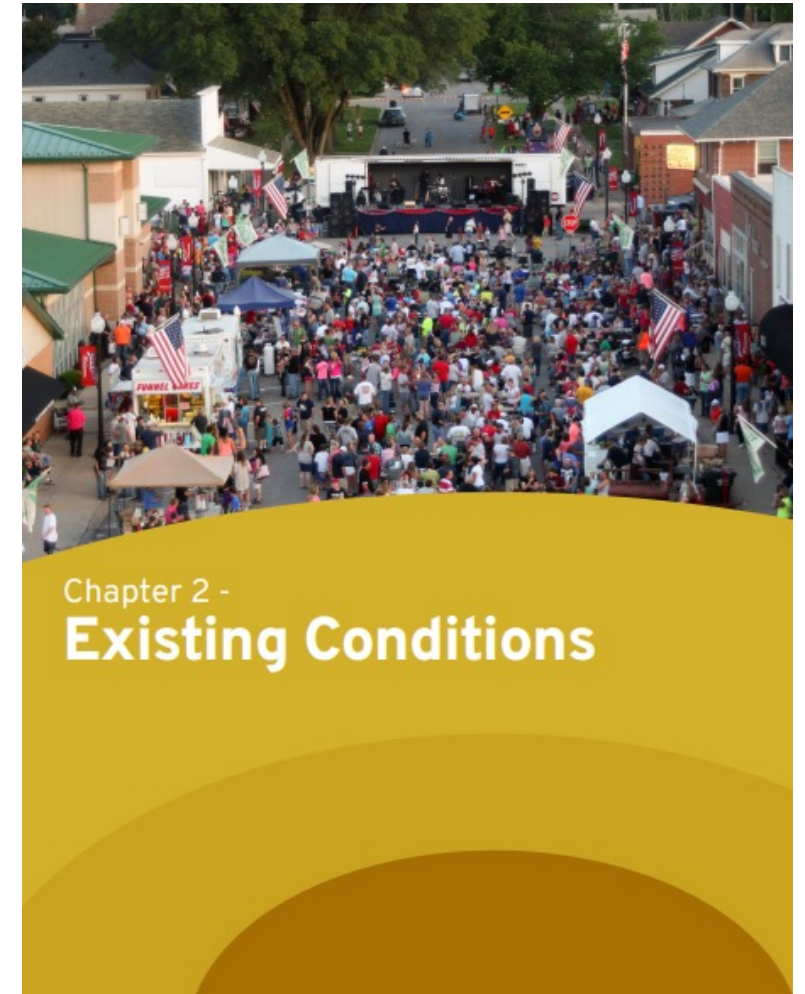
# Chapter 2: Existing Conditions

- Natural Resources
  - Examines land use, development, natural resources, and the ecosystem to identify assets and challenges.
  - Assesses the balance between people, profit, and the environment.
  - Evaluates the health and safety of the physical environment to ensure equitable access and promote healthy choices.
  - Reviews and evaluates parks and recreational facilities in West Burlington.



# Chapter 2: Existing Conditions

- Utilities and Community Facilities
  - Provides an inventory of current services provided by the City of West Burlington
  - Identifies stormwater issues
  - Calls out the benefits of West Burlington's school system



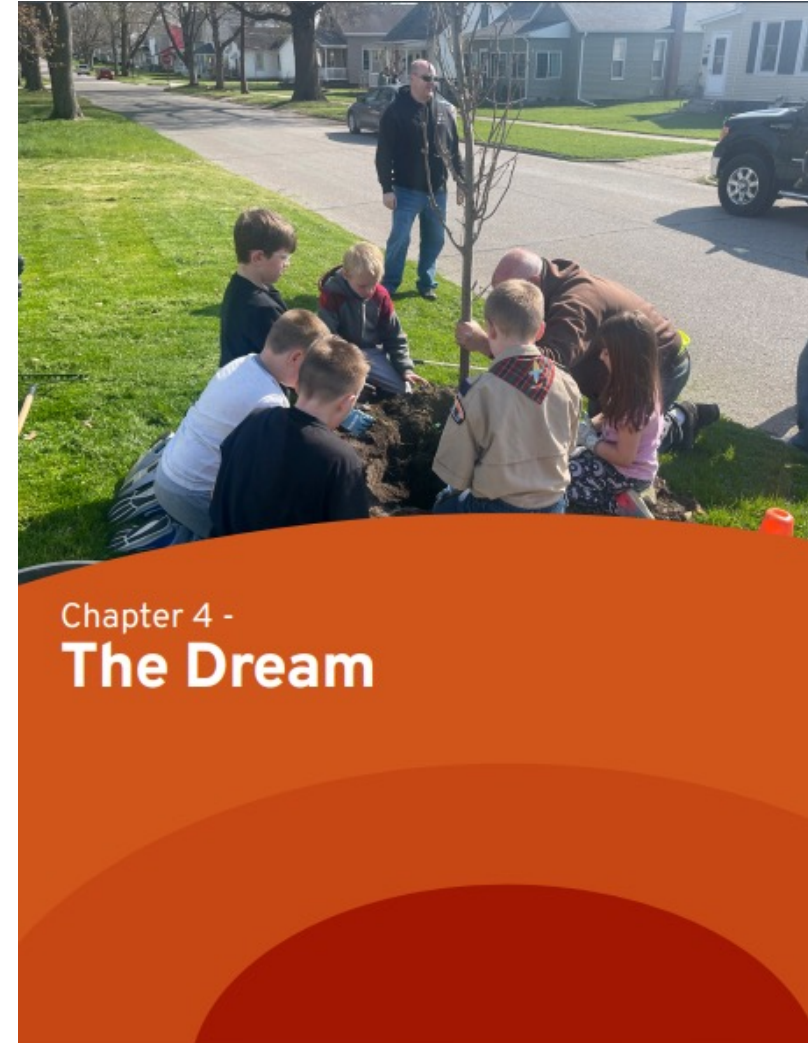
# Chapter 3: Planning Legacy

- Relationship to Existing Plans
- Review of Local and Regional Plans
  - 2022 Urban Revitalization Plan
  - City of West Burlington Goals and Agenda for City Council and Management
  - 2023 Iowa's Living Roadways Community Visioning Program
  - 2020 Greater Burlington Bicycle and Pedestrian Plan
  - 2023 Housing Needs Assessment
  - 2022 System Inventory and Performance
  - 2007 West Burlington Comprehensive Plan
  - 2004 Des Moines County Comprehensive Plan
  - 2022 Des Moines County, Iowa Multi-Jurisdictional Pre-Disaster Mitigation Plan
  - The Southeast Iowa Region Transportation and Development 2055 Plan
  - City of West Burlington Capital Improvement Plan



# Chapter 4: The Dream

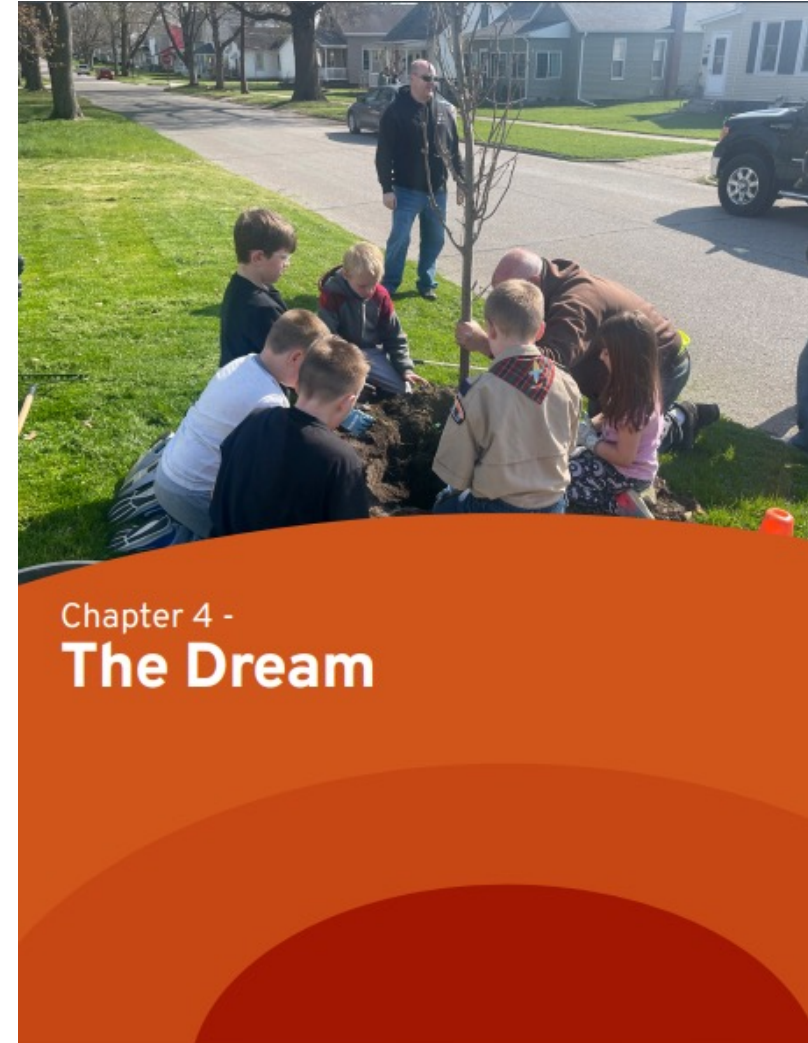
- Vision Statement
- Goals and Objectives
  - Land Use
  - Housing
  - Transportation
  - Economy
  - Parks and Recreation



# Chapter 4: The Dream

## Vision Statement:

*West Burlington is a welcoming, forward-thinking, and united community that celebrates its distinct small-town character and big-city amenities while growing sustainably.*



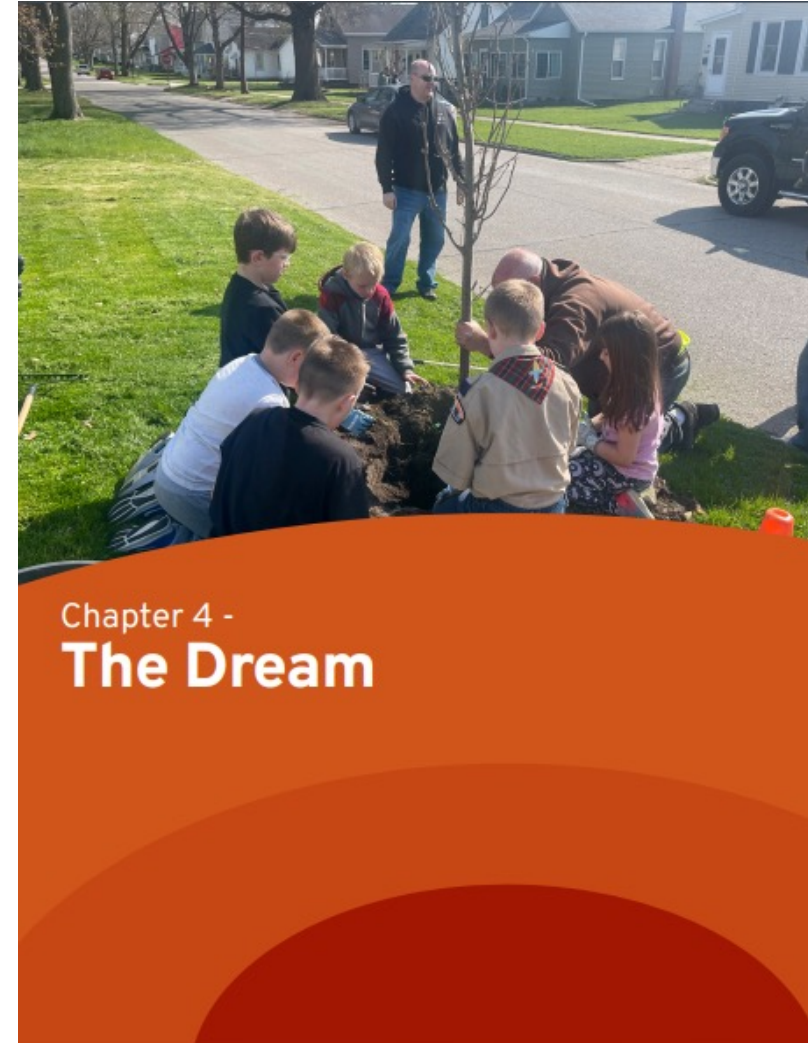
Chapter 4 -  
**The Dream**



# **Chapter 4: The Dream**

Goals and Objectives – Land Use

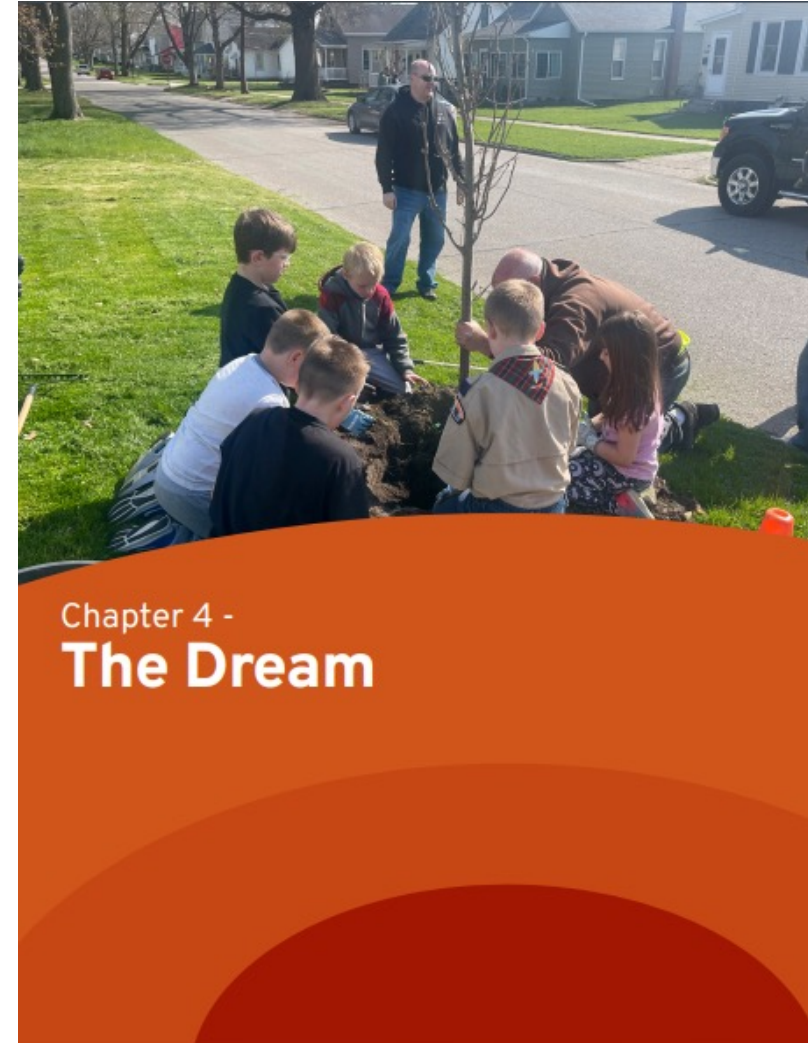
- **Goal 1: Strengthen Community Identity**
- **Goal 2: Enhance City Assets and Places**
- **Goal 3: Balance Land Uses**
- **Goal 4: Improve the City's Stormwater Infrastructure**



# **Chapter 4: The Dream**

## Goals and Objectives – Housing

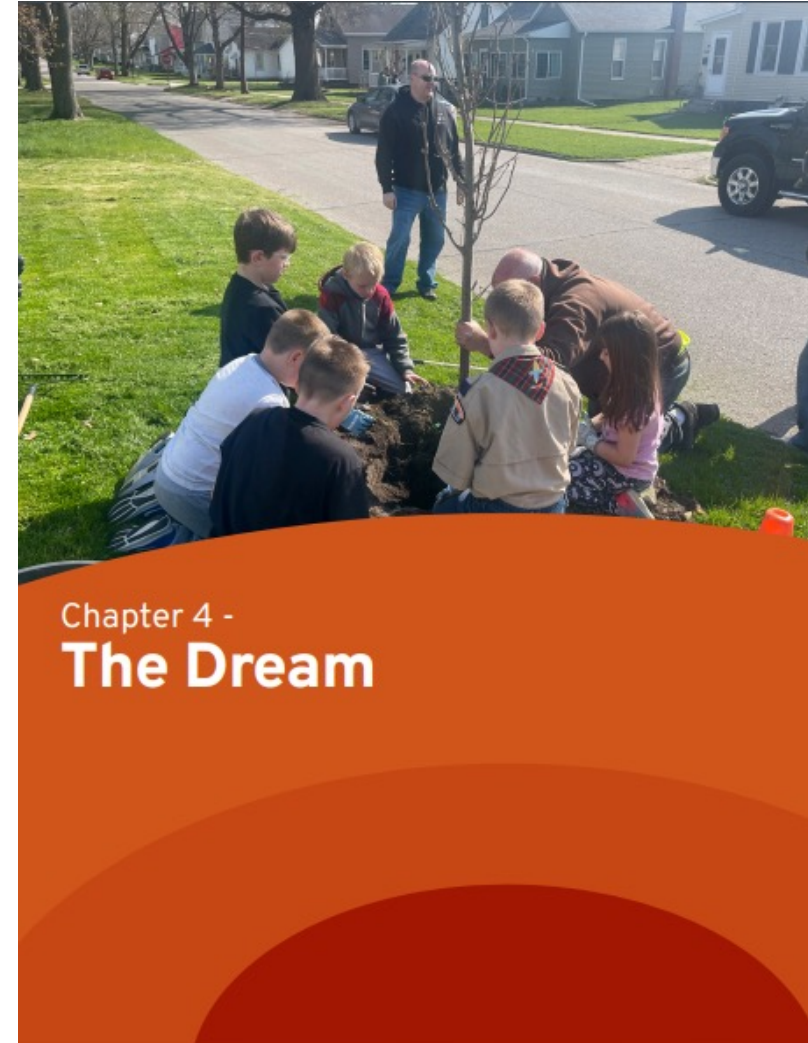
- **Goal 1: Develop Stable Neighborhoods**
- **Goal 2: Promote Diverse Housing Options**
- **Goal 3: Enhance Housing Options in the West Burlington School District**



# **Chapter 4: The Dream**

## Goals and Objectives – Transportation

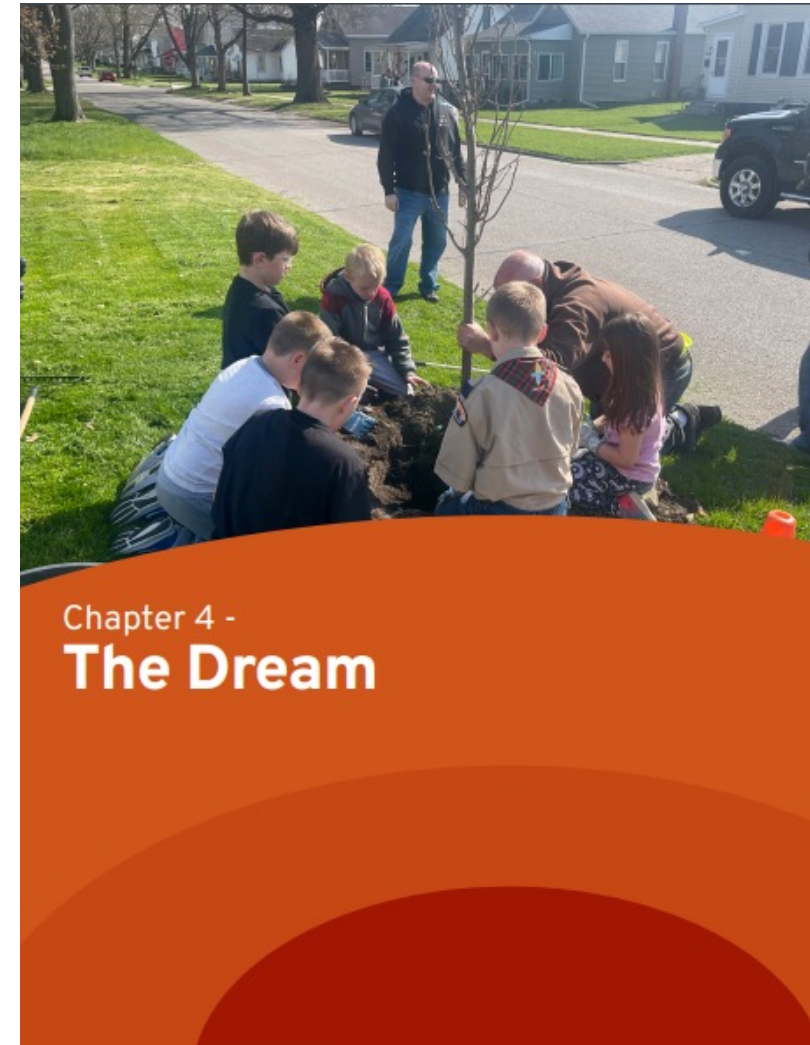
- **Goal 1: Ensure Regional Connectivity**
- **Goal 2: Improve Transportation Identity with Wayfinding**
- **Goal 3: Enhance Multi-Modal Transit Within Neighborhoods**



# **Chapter 4: The Dream**

## Goals and Objectives – Economy

- **Goal 1: Create an Environment to Attract and Retain Businesses**
- **Goal 2: Redevelop Existing Facilities**
- **Goal 3: Identify and Create Partnerships with Local Business Stakeholders**



Chapter 4 -  
**The Dream**



# Chapter 4: The Dream

Goals and Objectives – Parks and Recreation

- **Goal 1: Maintain and Improve Trails and Parks**

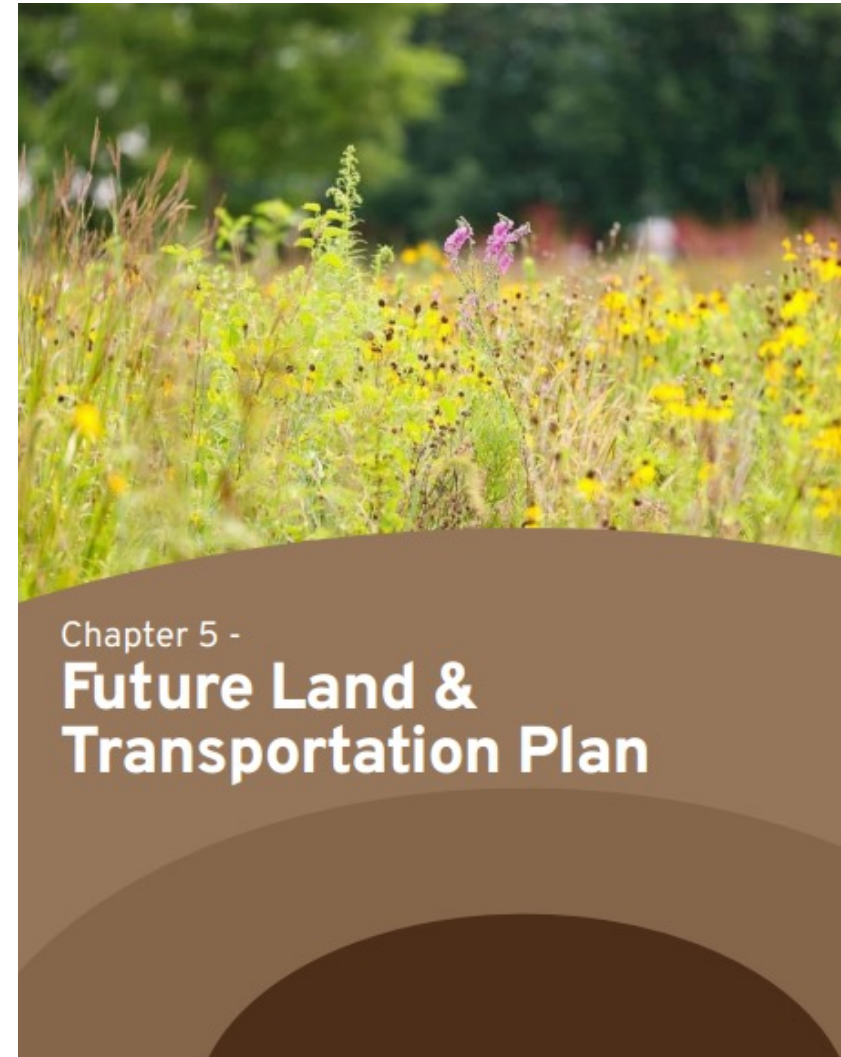


Chapter 4 -  
**The Dream**



# Chapter 5: Future Land Use

- Land Use Descriptions
  - Agriculture and Open Space
  - Low-Density Residential
  - Medium-Density Residential
  - High-Density Residential
  - Commercial
  - Industrial
  - Civic and Institutional
- Current Land Use Map
- Future Land Use Map



# **Chapter 5: Future Land Use**

## Land Use Descriptions

### **Agriculture**

This designation is intended to preserve land for agricultural activities, natural habitats, and recreational open spaces.

### **Low Density Residential**

Characterized by single-family homes on larger lots, with a density of up to four dwelling units per acre.

### **Medium Density Residential**

A mix of housing types, including smaller-lot single-family homes, duplexes, townhomes, and small-scale apartment complexes. The density allows for 4.01 to 8 dwelling units per acre.



# **Chapter 5: Future Land Use**

## Land Use Descriptions

### **High Density Residential**

More intensive residential development, such as multi-story apartment buildings, condominiums, and clustered housing with a density range of 8.01 to 12 dwelling units per acre

### **Commercial**

Businesses that provide goods and services to the community, including retail, dining, office, and entertainment uses

### **Industrial**

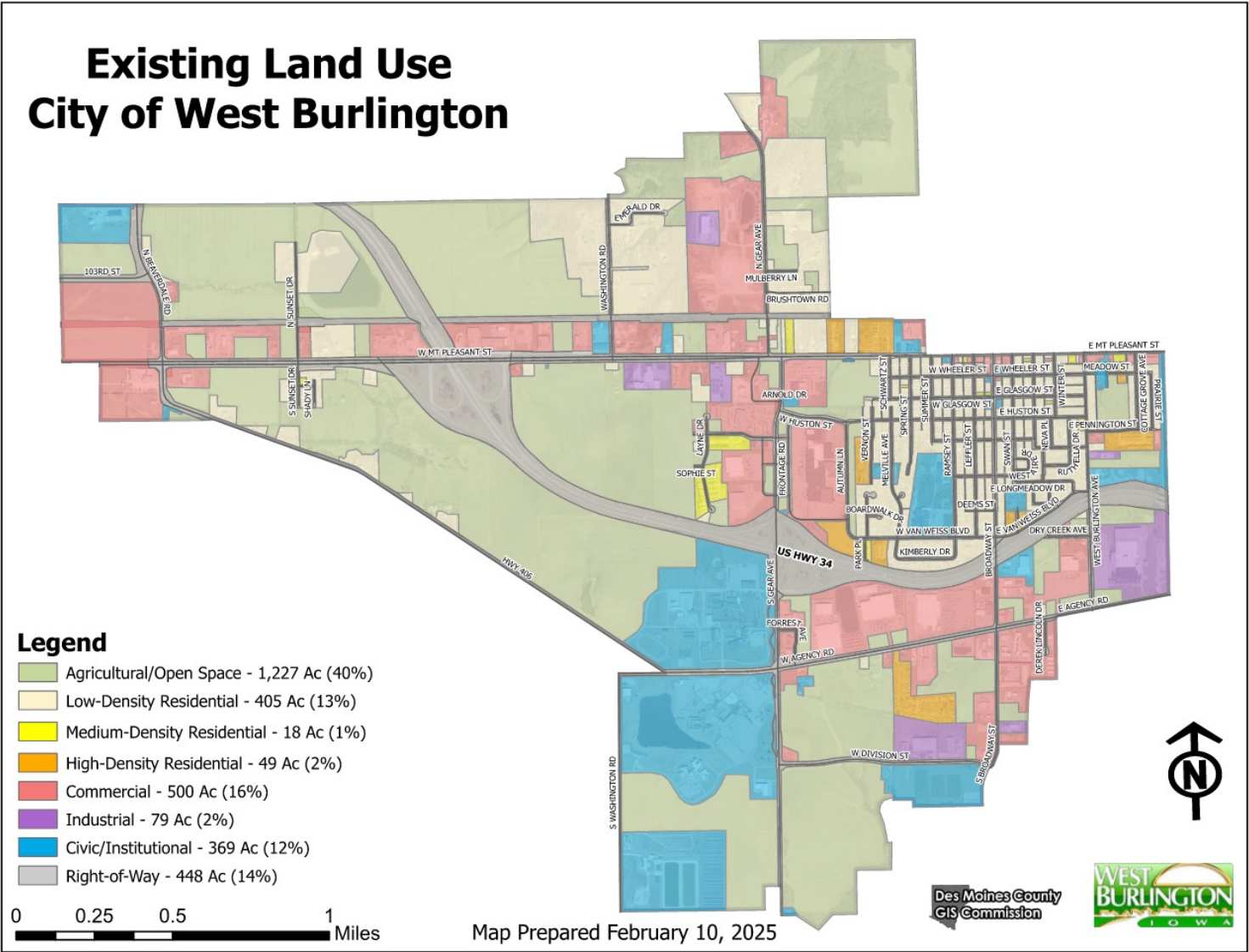
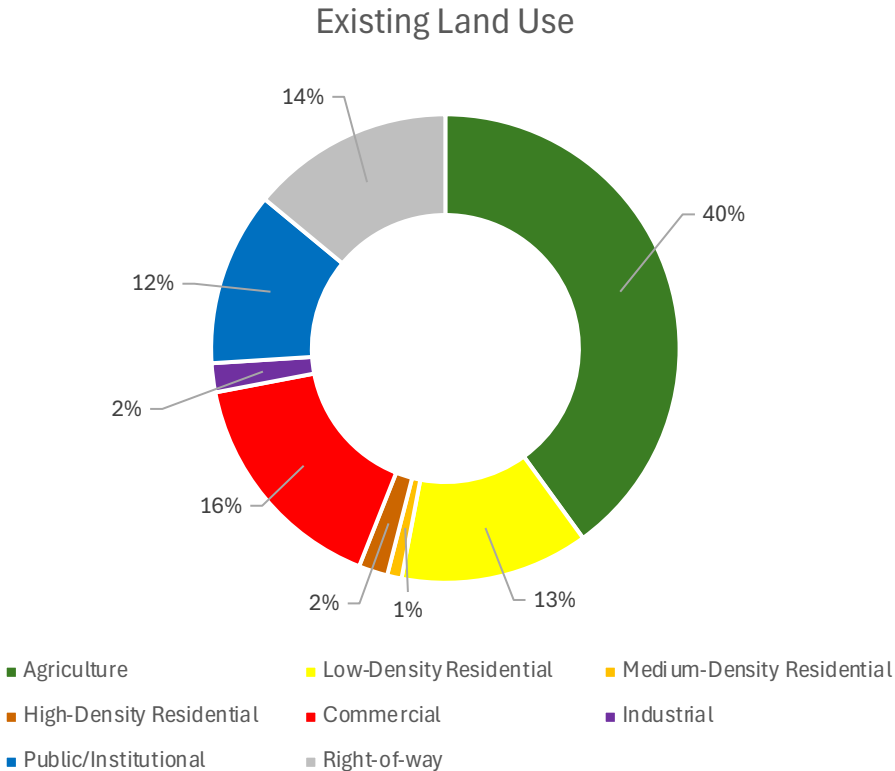
Manufacturing, warehousing, logistics, and other industrial operations. These areas are designed to accommodate large structures, outdoor storage, and heavy vehicle traffic

### **Civic and Institutional**

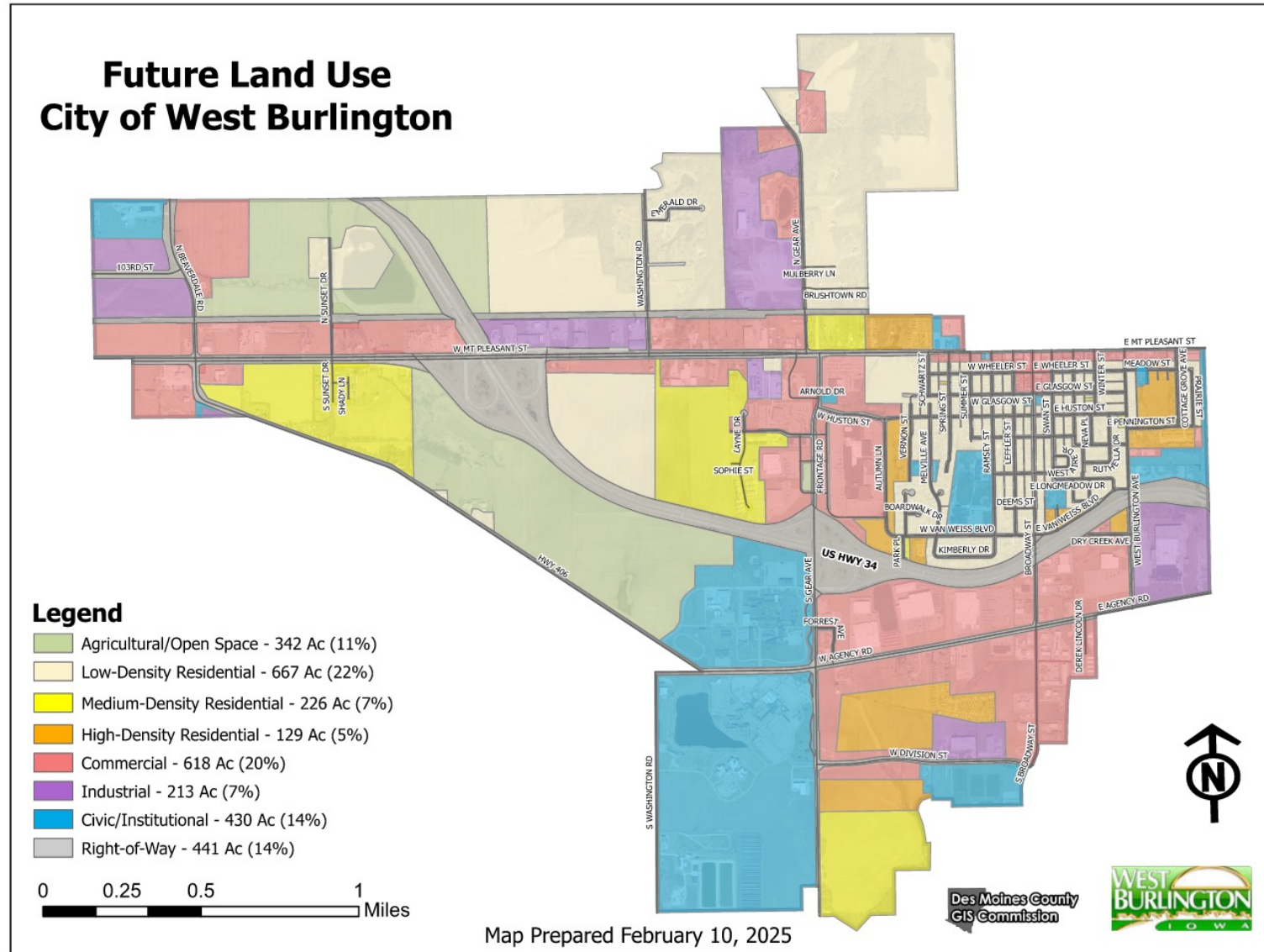
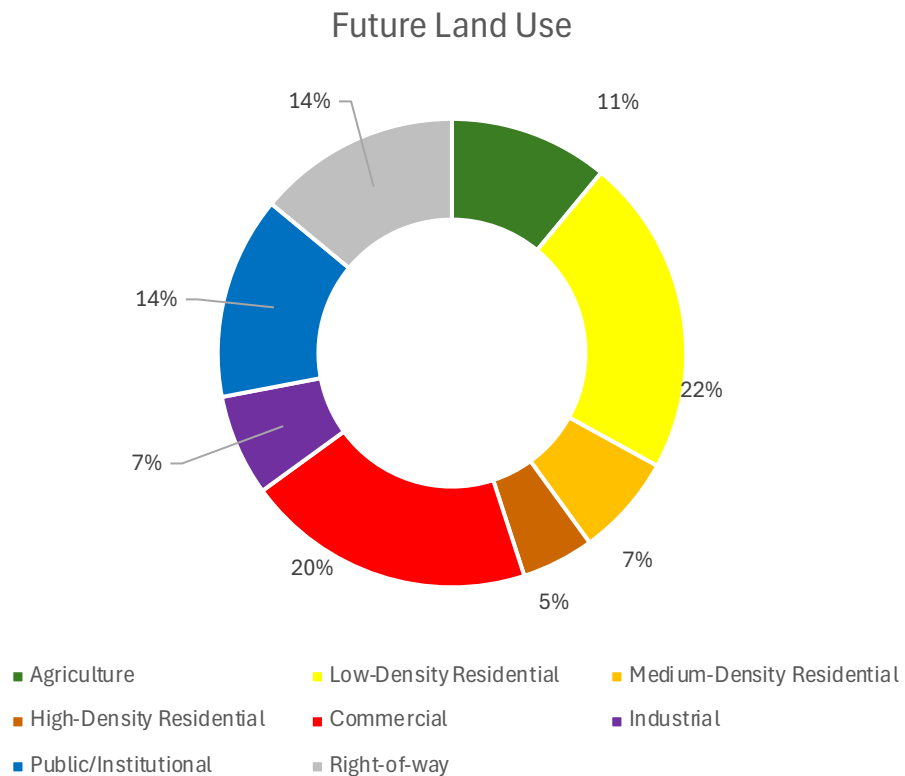
Properties dedicated to public and semi-public functions. These areas may feature schools, libraries, government buildings, places of worship, hospitals, and community centers.



# Current Land Use Map



# Future Land Use Map

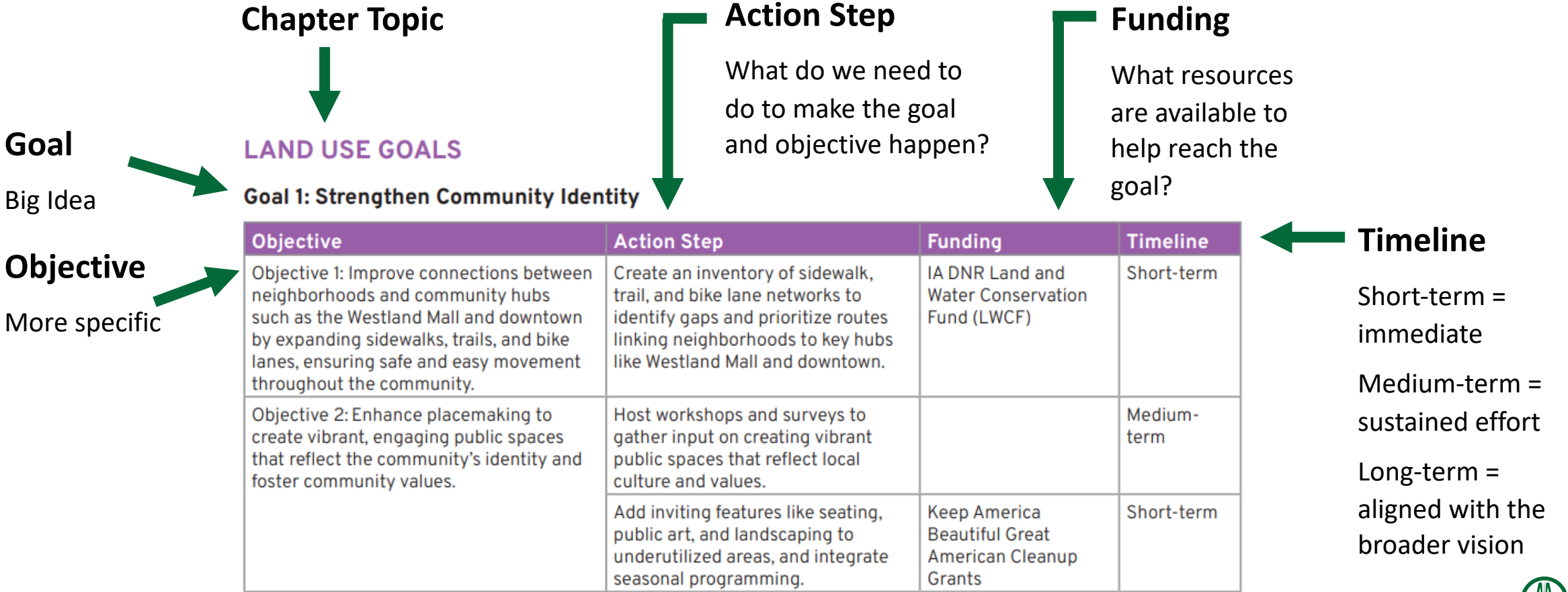


# Chapter 6: Implementation

- Implementation Matrix for Goals
  - Objective
  - Action Step
  - Funding Source
  - Timeline



# Chapter 6: Implementation



# Next Steps

- Review Comprehensive Plan and provide comments
  - **2/18 Comments due by email**
- Update based on comments
- 3/5 Open House @ City Hall
  - Plan presented publicly
- Edits based on feedback from public
- 3/13 Planning and Zoning Public Hearing and Recommendation to Council
- 4/2 Council Adoption



# Thank you & Questions

Please review the Comprehensive Plan and provide comments by **2/18**:

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Mojra.Hauenstein@Bolton-Menk.com

