



Planning and Zoning Commission Agenda

Grimes Planning and Zoning Commission
July 7, 2026 @ 5:30 PM
Grimes Community Complex, 410 SE Main Street

Public Comment: If you would like to address the Planning and Zoning Commission during the Public Comment portion of the meeting, please sign up upon entrance to the meeting. Participants must be recognized by the presiding officer and must state their full name and address before addressing the Planning and Zoning Commission. The presiding officer will recognize you for 3 minutes of comment, and your microphone will be turned on. Pursuant to §21.4(2) of the Code of Iowa (2019), the City has the right to amend this agenda up until 24 hours before the posted meeting time. For any additional assistance or questions in attending the meeting, please call 515-986-3036. Meetings will be recorded.

GENERAL AGENDA ITEMS

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Previous Minutes

PUBLIC AGENDA ITEMS

1. James Place PUD Amendment
2. Amendment to Code of Ordinances Title 12 Zoning Regulations Associated with Board of Adjustment, Accessory Dwelling Units, Architecture and Rezoning Consent and Petitions
3. Adjournment



101 NE Harvey Street, Grimes, Iowa 50111 | P: 515.986.3036

This meeting of the Grimes Planning and Zoning Commission was called to order Tuesday, June 2nd, 2026, at 5:33 p.m.

Roll Call: Present: Russ Lickteig, Adam Bunge, Justin Nickel, Abi Reiland. Scott Almeida – Not Present

Council Liaison: Jared Lovelady – Not Present

Staff Present: Alex Pfaltzgraff, Evann Coffey, Alivia Hoodjer, Austin Benton

Absent: NA

A. GENERAL AGENDA ITEMS

1. APPROVAL OF THE AGENDA

Motion by Bunge, Second by Reiland, to approve the agenda

Roll Call: Ayes-All; Nays-0 Motion passes: 4-0

2. APPROVAL OF THE MINUTES

Motion by Nickel, Second by Reiland, to approve the minutes from the May 7th, 2026, meeting

Roll call: Ayes-All: Nays-0 Motion passes: 4-0

B. PUBLIC AGENDA ITEMS

1. Grove & Platt Site Plan Amendment

Staff, A. Hoodjer, presents. The goal of this amendment is to add 800sqft addition and widen the existing driveway around the addition, remove pavement and adjust the curb line. The project will enclose current drive-thru, addition will match existing brick and design. The project will meet glazing requirements for 141 overlay, needs 4/5 from council to be approved with P&Z recommendation. Staff recommends approval.

Motion by Reiland, Second by Nickel to approve **Grove & Platt Site Plan Amendment.**

Roll Call: Aye-All Nay-0 **Motion Passes 3-0 – Bunge Abstains from vote.**

2. Ordinance Amendment to Chapter 12-8 PUD Regulations

Staff, Alex Pfaltzgraff, presents. This change will create a PUD zoning designation to be used for all types of uses. Establish criteria to determine what types of development qualify as PUD and establish parameters to approve a PUD. This will allow for consistent language between two designations, R-4 / PUD. Historically used for setback and land use issues. This change will help ensure high quality development outcomes, and advance goals and policy of the comp plan. And drive long term public benefit. There will be a new eligibility criterion – mixed use, creative or efficient land utilization. Preservation of natural features, unified architectural style and design themes. This will be for development concepts that will require flexibility from typical zoning standards while staying consistent with the comp plan. PUD application requirements will be updated as well. This will ensure that a development agreement will be required for approval. This will also delete C-3 districts, which are not utilized.

The Commission discussed the proposal and asked questions of staff.

3. Motion by Bungee, Second by Reiland to approve Ordinance Amendment to Chapter 12-8 PUD Regulations.

Roll Call: Aye-All Nay-0 **Motion Passes 4-0**

4. Adjournment

Next meeting July, 7th 2026.

Meeting is adjourned at 6:00 p.m.

Chairperson Signature

Clerk Signature

DATE

July 7, 2026

PROJECT NAME

James Place PUD Amendment

APPLICANT

Horizon Advisors LC

REQUESTED ACTION

Amend the zoning to change the existing high-density residential area to high density residential and commercial uses and to change the existing medium density residential area to mixed medium and high density residential uses

LOCATION

Generally located at the southwest corner of SW 19th Street and west of S James Street

ZONING

R-4 (James Place Rezone)

PLANNER

Evann Coffey

ecoffey@grimesiowa.gov

515-986-4050

Location Map



Zoning Map



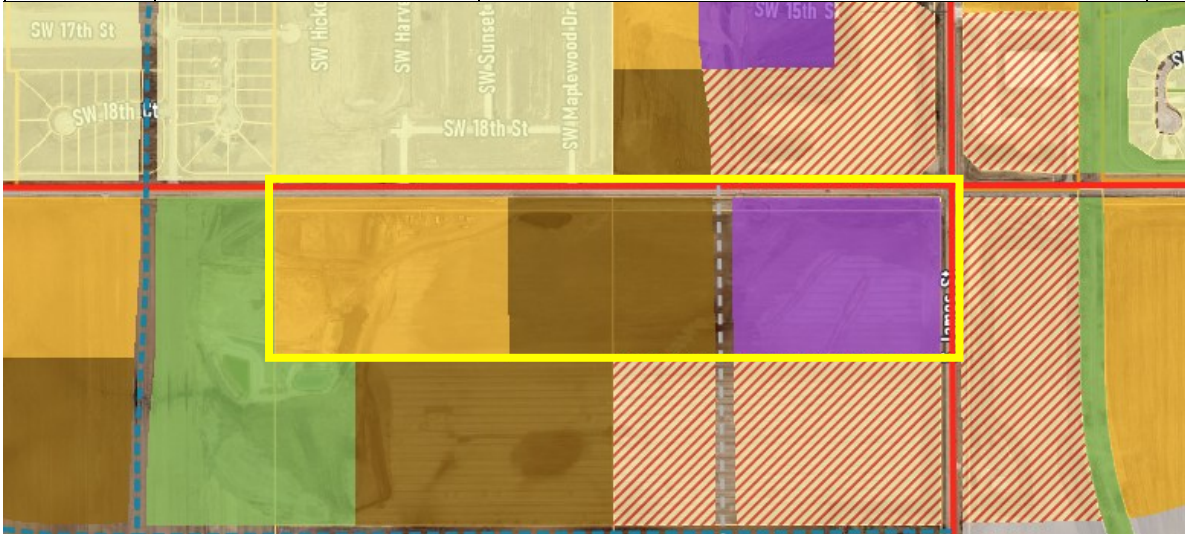
Zoning Districts

SubType

- A-1 (Agriculture)
- R-4 (Planned Residential Development)
- Transportation Corridor Mixed Use Development Corridor District

Relation to Comprehensive & Area Plans

LAND USES & ZONING			
Location	Existing Land Use	Land Use Plan Designation	Current Zoning
Subject Site	Agricultural/ Undeveloped	Mixed-Use, Medium-Density Residential, High-Density Residential	R-4 (James Place Rezone); Transportation Corridor Overlay
North	Development in progress	Low-Density, Medium-Density, and High-Density Residential, Neighborhood Commercial	R-4 (Harvest Pointe Rezone); Transportation Corridor Overlay
South	Agricultural/ Undeveloped	Parkland, High-Density Residential, Neighborhood Commercial	A-1; Transportation Corridor Overlay
East	Agricultural/ Undeveloped	Neighborhood Commercial	A-1; Transportation Corridor Overlay
West	Agricultural/ Undeveloped	Parkland	A-1; Transportation Corridor Overlay

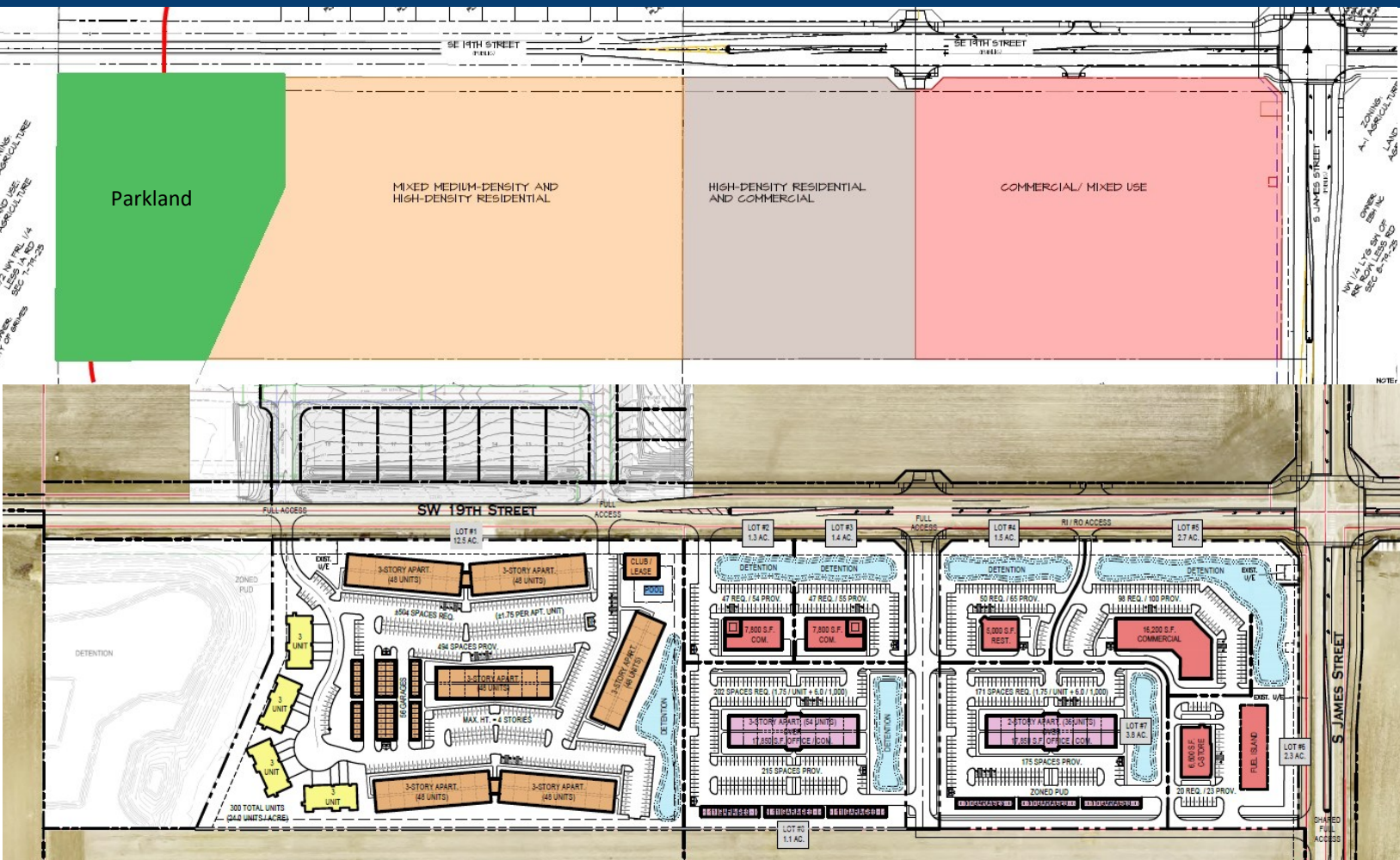


Future Land Use Map

PARKS The Comprehensive Plan and Parks and Trails Plan at the time the Jame Place rezone was approved did not plan for a park on the property. The development agreement required that parkland be dedicated based on the number of units proposed or the developer had the option to choose fee in lieu of land dedication. Grimes has since adopted a new Comprehensive Plan which plans for a park located to the west of the James Place property. As development has continued around the James and 19th St intersection, staff recognized the need for a regional detention basin to be located within the proposed park to the west to benefit multiple developments in the area. Based on the drainage patterns and design of the basin, a portion of the basin needed to be placed within the James Place property. As such, James Place has dedicated 5.9 acres to the City to construct the basin, establishing the first phase of the future park. James Place has satisfied the parkland dedication requirements and has no further obligations. With future development of property south of SW 19th Street, additional parkland will be dedicated to expand the park.

COMPATIBILITY The proposed PUD amendment is generally consistent with the future land use plan. The amendment proposes additional flexibility in uses across the property, however the development agreement is drafted to ensure each land use is compatible with the neighboring use and establishes appropriate buffers and design criteria between land use transitions.

Rezone Concept



LAND USE AREAS

The existing PUD establishes three land use areas: Medium-Density Residential, High-Density Residential, and Commercial/Mixed Use. The proposed amendment increases flexibility in land use across the development by amending the land use areas to Mixed-Medium-Density and High-Density Residential, High-Density and Commercial, and Commercial/Mixed Use. The Medium-Density area is proposed to now allow both townhome and multi-family development. The High-Density area is proposed to now allow Commercial and Mixed-Use development. The uses in the Commercial/Mixed Use area will remain the same.

DEVELOPMENT AGREEMENT

The existing development agreement established the zoning standards for the development. To accommodate the proposed flexibility in uses, additional standards are proposed to establish requirements for the new uses within each land use area and ensure compatibility between uses.

PEDESTRIAN & STREET ACCESS

Vehicular access is provided from SW 19th Street at multiple access points and from South James Street. A portion of SW Norton Street will cut through the property to connect to SW 19th Street. Future pedestrian access will be provided along SW 19th Street, South James Street, and SW Norton Street. Internal private sidewalk circulation will be provided to connect the individual sites to the public sidewalk system.

DENSITY

A maximum of 404 dwelling units shall be permitted across the area west of SW Norton Street. Should the High-Density and Commercial area be developed with commercial uses, a maximum of 24 units per acre shall be permitted across the remainder of the area west of SW Norton Street. The density of the Commercial/Mixed Use area will be determined with each site plan.

Development Standards

MIXED MEDIUM-DENISTY AND HIGH-DENSITY RESIDENTIAL STANDARDS

Permitted Uses – attached and detached townhomes, senior living facilities, multi-family dwellings

Lot Size – No minimum, postage stamps lots permitted

Setbacks –

Front – 30', 25' when front doors face public streets

Rear – 20'

Side – 20'

Postage Stamp Lot – 0'

Buildings Faces with Driveways – 20' from Private Street or Private Sidewalk

Building Faces with No Driveways along the Private Street – 10' from Private Street or Private Sidewalk

Building Separation – 20' Between Attached Unit Building Groups

Building Separation – 10' Between Detached Units

Minimum Dwelling Size – Attached and detached townhomes 900sf, Multi-family 500sf

Height – 35'/3 stories townhomes, 60'/4 stories Multi-family and Senior Living. Multi-family and senior living cannot be more than 2 stories taller than neighboring townhomes.

Parking and Garages

Townhomes – attached 2-car garage

Multi-family – 1.25 spaces per unit, garages required for 25% of units

Senior Living Facility – Per zoning ordinance

Open Space – Minimum 15%

Landscaping – 1 tree per 1000 sf required open space, 1 tree per 50' lot frontage, parking lots abutting townhomes screened with shrubs

Architecture –

Townhomes – minimum 25% of the front façade facing abutting streets shall be clad in brick/stone or masonry, minimum 50% of the front façade shall be clad in brick/stone or masonry for buildings orienting towards SW 19th Street, fiber cement panels is a viable substitute for brick/stone or masonry, attempts to include front porches, dormers and other decorative treatments shall be made., minimum of 3 elevation packages shall be provided, including varying colors, siding textures, and brick/stone or masonry.

Multi-Family and Senior Living Facilities – cementitious siding (i.e.: James Hardi Plank or LP Smart Side) and architectural grade asphalt shingles, minimum 60% of the front façade abutting streets clad in brick/stone or masonry, door and window trims utilized throughout the design, building facades shall include a variety of architectural elements to bring down the scale of large buildings to the adjoining residential development including but not limited to dormers, cupola, and/or roof articulation.

Development Standards

HIGH-DENISTY AND COMMERCIAL STANDARDS

Permitted Uses – senior living facilities, multi-family dwellings, vertical mixed-use, C-2 uses except the following:

- Any outdoor exercise areas/runs for domesticated animal boarding/kennels shall be limited to use during normal business hours.
- Industrial Warehouse Facilities
- Externally Accessed Mini Storage/Self Storage Facilities
- Used Car Lots
- Monument Sales Yards
- Retail lumber yards shall be accessory to a retail business.

Lot Size – No minimum, postage stamps lots permitted

Setbacks –

Multi-Family –

Front – 30'

Rear – 20'

Side – 20'

Building Separation – 20' Between Attached Unit Building Groups

Commercial/ Mixed Use –

Front – 30'

Rear – 25'

Side (External) – 10'

Side (Internal) - 0', 5' if not built to property line

Building Separation – 5'

Minimum Dwelling Size – 500sf

Height – 60' / 4 stories, buildings cannot be more than 2 stories taller than neighboring residential in the Mixed Medium-Density and High-Density Area

Parking –

Multi-family – 1.25 spaces per unit, garages required for 25% of units

Commercial and Senior Living Facility – Per zoning ordinance

Open Space – Minimum 15%

Landscaping – 1 tree per 1000 sf required open space, 1 tree per 50' lot frontage, parking lots abutting townhomes screened with shrubs

Development Standards

HIGH-DENISTY AND COMMERCIAL STANDARDS

Architecture –

Commercial – Building design shall include a variety of architectural elements and materials in order to break down the massing of the large building so that its scale is compatible with adjoining residential development. A minimum 60% of all façades (exclusive of doors/windows) shall contain brick/stone, or similar concrete or masonry materials.

Multi-Family and Senior Living Facility – cementitious siding (i.e.: James Hardi Plank or LP Smart Side) and architectural grade asphalt shingles. A minimum 60% of the front façade facing abutting streets shall be clad in brick/stone or masonry, door and window trims shall be utilized throughout the design.

Mixed-Use – cementitious siding (i.e.: James Hardi Plank or LP Smart Side) and architectural grade asphalt shingles, flat roof or hip roof design is acceptable, minimum 60% of the front façade facing abutting streets shall be clad in brick/stone or masonry, door and window trims shall be utilized throughout the design., Industry Standard Storefront shall be acceptable on first floor Retail /Office space.

Development Standards

COMMERCIAL/MIXED USE STANDARDS

Permitted Uses—Multi-family units above a minimum of one floor of commercial, uses permitted in C-2 except the following:

- Heavy Automotive Body Repair/Vehicle Repair. Light service or repair shall be permitted.
- Any outdoor exercise areas/runs for domesticated animal boarding/kennels shall be limited to use during normal business hours.
- Industrial Warehouse Facilities
- Externally Accessed Mini Storage/Self Storage Facilities
- Used Car Lots
- Monument Sales Yards
- Retail lumber yards shall be accessory to a retail business.

Lot Size—No minimum, postage stamps lots permitted

Setbacks—

Front—30'

Rear—25'

Side (External)—10'

Side (Internal) - 0', 5' if not built to property line

Building Separation—5'

Open Space—Minimum 20%

Landscaping—1 tree per 1000 sf required open space, 1 tree per 50' lot frontage

Height—60'/4 stories

Parking—Per zoning ordinances for each commercial use, 1.25 spaces per unit, garages required for 25% of units

Minimum Dwelling Size—500sf

Architecture—

Commercial—Building design shall include a variety of architectural elements and materials in order to break down the massing of the large building to be compatible with adjoining residential development, minimum 60% of all façades (exclusive of doors/windows) shall contain brick/stone, or similar concrete or masonry materials.

Multi-family—cementitious siding (i.e.: James Hardi Plank or LP Smart Side) and architectural grade asphalt shingles, flat roof vs. a hip roof is acceptable, minimum 60% of the front façade facing abutting streets shall be clad in brick/stone or masonry, door and window trims shall be utilized throughout the design, Industry Standard Storefront shall be acceptable on first floor Retail /Office space.

Development Standards

BUFFER STANDARDS

Commercial and Mixed-Use Buffers – 30' buffer with 3' berm along Commercial or Mixed-Use development adjacent to residential and senior living development. If a fence is desired between Commercial or Mixed-Use development and residential or senior living development, the buffer shall consist of 30' buffer with 6' privacy fence and half of the required buffer plantings. A buffer is not required when Commercial or Mixed-Use development and residential or senior living areas are separated by a private or public street.

Medium-Density Residential Buffers –

- Abutting Parkland – 30' landscape buffer along the public parkland when the backs of units face the park
- SW 19th Street – When the backs of units face SW 19th Street, 30' buffer with minimum 4' berm shall be provided along SW 19th Street and no fences shall be permitted within the SW 19th Street berm and buffer. When the units are oriented with front doors facing SW 19th Street, a landscape berm and buffer is not required.

High-Density Residential and Senior Living Facility Buffers –

- Abutting Residential – 30' buffer with 3' berm shall be provided between the multi-family residential or senior living facility development and townhome residential development when the uses are not integrated into the same site plan. When both multi-family or senior living uses and townhome uses are integrated into the same site plan, landscape berms and buffers are not required, however landscaping may still be required to provide separation or screening to mitigate negative site impacts depending on the site layout.
- Abutting Parkland – 30' landscape buffer shall be provided along the public parkland.
- SW 19th Street and SW Norton Street. – When parking lots are located next to the public street, a 2-3' berm shall be provided along SW 19th Street and SW Norton Street to screen parking lots from the public street and no fences shall be permitted within the berm and planting area. If the buildings are located along SW 19th Street and SW Norton Street with parking lots behind the buildings, a berm is not required.

Buffer Landscape Quantities – 30' buffers shall provide 1 overstory tree, 2 understory trees and 1 evergreen tree per 50'

TRANSPORTATION CORRIDOR MIXED USE DEVELOPMENT OVERLAY DISTRICT

The amendment proposes to remove the property from the Transportation Overlay. The standards established within the development agreement are equal to or greater than the overlay requirements. Removal from the overlay provides clarity of the zoning standards that apply to the development and eliminates confusion.

Conclusion

The applicant is requesting to amend the existing James Place PUD zoning requirements.

The current PUD establishes three areas:

Medium-Density Residential – townhomes, senior living

High-Density Residential – multi-family, senior living

Commercial/ Mixed Use – commercial, vertical mixed use

The proposal is to amend the three areas to the following:

Mixed Medium-Density and High-Density Residential – townhomes, multi-family, senior living

High-Density Residential and Commercial – multi-family, senior living, commercial, vertical mixed use

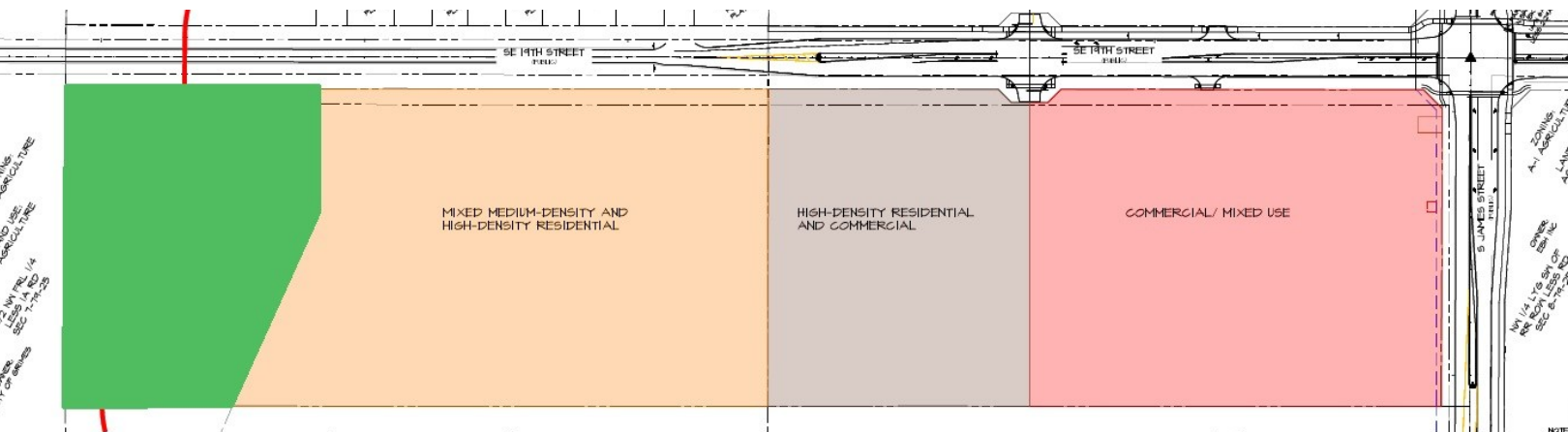
Commercial/ Mixed Use – commercial, vertical mixed use

Parkland – public park

The proposed land use change is generally consistent with the future land use plan. Zoning standards are proposed to provide compatible land use transitions by establishing height, buffer and landscaping requirements.

5.9 acres of parkland has been dedicated to the City as part of a regional detention basin project. Additional parkland will be dedicated to expand the park with future development. All parkland dedication requirements have been satisfied for the James Place PUD.

Staff recommend approval of the James Place PUD amendment subject to remaining staff comments.





~~May 21, 2026~~
~~June 17, 2026~~
July 1, 2026

Civil Engineering Consultants, Inc.

Attn: Cody Weaver
2400 86th Street, Unit 12
Urbandale, IA 50322

RE: James Place PUD Amendment

Dear Cody:

The Development Services Department is in receipt of a proposed Rezoning Amendment for the James Place PUD. Based on the review of the provided submittal materials provided, staff have the following comments:

General Comments:

- ~~1. Provide signed petition to amend the PUD. Template is attached.~~
- ~~2. Provide signed rezone application.~~
- ~~3. Provide \$2000 rezone fee.~~
- ~~4. Provide rezone map with list of property owners within 250' of the rezone area.~~
- ~~5. Provide plan showing the three land use areas: Mixed Medium Density and High Density Residential, High Density and Commercial, Commercial/Mixed Use.~~
6. Proposed Rezone Timeline
 - a. Set Public Hearing – June 23 Council
 - b. P&Z – July 7
 - c. 1st Council Consideration – July 28
 - d. 2nd Council Consideration – August 25
 - e. 3rd Council Consideration – September 8
7. Proposed Preliminary Plat Timeline
 - a. P&Z – August 4 or September 1
 - b. Council – September 22

Please provide a letter addressing all comments on this comment letter and/or state what was modified on the site plan to address said comments.

REZONING SUBMITTAL SCHEDULE:

SUBMITTAL DATE: June 24, 2026
(1 PDF of Rezoning Map and Concept Plan)

PLANNING & ZONING: July 7, 2026 at 5:30 PM in the Grimes Council Chambers

COUNCIL MEETING: July 28, 2026, at 5:30 PM in the Grimes Council Chambers

Please feel free to contact me at ecoffey@grimesiowa.gov or at (515) 986-4050 if you have any questions or need additional information.

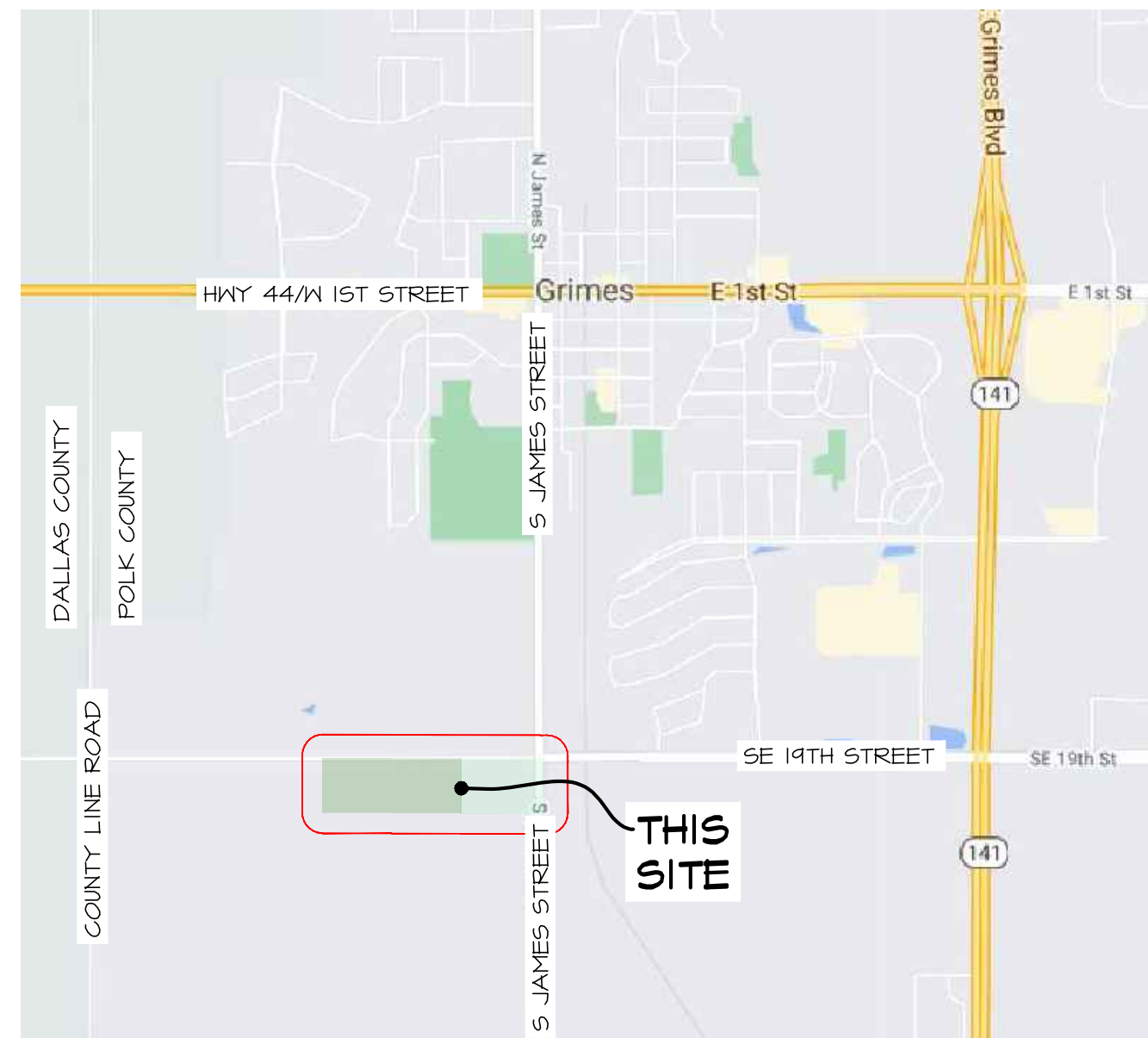
Sincerely,

Evann Coffey
Senior Planner

REZONING JAMES PLACE GRIMES, IOWA

- GENERAL LEGEND**
- PROPOSED**
- FLAT BOUNDARY
 - SECTION LINE
 - LOT LINE
 - CENTERLINE
 - EASEMENT LINE
 - FLARED END SECTION
 - TYPE SW-501 STORM INTAKE
 - TYPE SW-502 STORM INTAKE
 - TYPE SW-503 STORM INTAKE
 - TYPE SW-504 STORM INTAKE
 - TYPE SW-505 STORM INTAKE
 - TYPE SW-506 STORM INTAKE
 - TYPE SW-511 STORM INTAKE
 - TYPE SW-512 STORM INTAKE
 - TYPE SW-513 STORM INTAKE
 - TYPE SW-401 STORM MANHOLE
 - TYPE SW-402 STORM MANHOLE
 - TYPE SW-403 STORM MANHOLE
 - TYPE SW-403 STORM MANHOLE
 - TYPE SW-301 SANITARY MANHOLE
 - TYPE SW-302 SANITARY MANHOLE
 - TYPE SW-304 SANITARY MANHOLE
 - STORM/SANITARY CLEANOUT
 - WATER VALVE
 - FIRE HYDRANT ASSEMBLY
 - BLOW-OFF HYDRANT
 - DETECTABLE WARNING PANEL
 - SAN 12" SANITARY SEWER WITH SIZE
 - SAN SANITARY SERVICE
 - ST 12" STORM SEWER WITH SIZE
 - ST STORM SERVICE
 - W 8" WATER SEWER WITH SIZE
 - W WATER SERVICE
 - PROPOSED CONTOUR
 - SILT FENCE
 - RIP RAP
 - ADDRESS
 - 1234
 - B.S.L. BUILDING SETBACK LINE
 - P.U.E. PUBLIC UTILITY EASEMENT
 - M.O.E. MINIMUM OPENING ELEVATION
 - CC# CRITICAL CROSSING
 - CRITICAL CROSSING LOCATION

- EXISTING**
- LOT LINE
 - SANITARY/STORM MANHOLE
 - WATER VALVE
 - FIRE HYDRANT
 - STORM SEWER SINGLE INTAKE
 - STORM SEWER DOUBLE INTAKE
 - STORM SEWER ROUND INTAKE
 - FLARED END SECTION
 - DECIDUOUS TREE
 - CONIFEROUS TREE
 - SHRUB
 - POWER POLE
 - STREET LIGHT
 - GUY ANCHOR
 - ELECTRIC TRANSFORMER
 - GAS METER
 - TELEPHONE RISER
 - SIGN
 - CATV UNDERGROUND TELEVISION
 - UG-E UNDERGROUND ELECTRIC
 - UG-G UNDERGROUND GAS
 - UG-FO UNDERGROUND FIBER OPTIC
 - UG-T UNDERGROUND TELEPHONE
 - OH-E OVERHEAD ELECTRIC
 - SAN-S SANITARY SEWER WITH SIZE
 - ST-S STORM SEWER WITH SIZE
 - W-S WATER MAIN WITH SIZE
 - 926 EXISTING CONTOUR
 - TREELINE
 - TS- TRAFFIC SIGNAL



VICINITY SKETCH NORTH

PROPERTY OWNER:
DIANE M BRITSON
111 SNAKE DANCE DR
HARKER HEIGHTS, TX 76548-2019

PREPARED FOR:
HORIZON ADVISORS, LLC
CO: THE SIEDENBURG GROUP
ATTN: DOUG SIEDENBURG
1550 NW 139TH ST, #450
CLIVE, IA 50325
PHONE: 515-223-6222

PREPARED BY:
CODY T. WEAVER, P.E.
CIVIL ENGINEERING CONSULTANTS
2400 86th STREET, UNIT 12
URBANDALE, IA 50322
515-276-4884 EX 221
WEAVER@CECLAG.COM

PROFESSIONAL LAND SURVEYOR:
CIVIL ENGINEERING CONSULTANTS
ATTN: JEFFREY A. GADDIS, PLS #18381
2400 86TH STREET, SUITE #12
URBANDALE, IA 50322
PHONE: 515-276-4884 EXT 221
EMAIL: GADDIS@CECLAG.COM

PROJECT MANAGER
CODY T. WEAVER, P.E.
CIVIL ENGINEERING CONSULTANTS
2400 86th STREET, UNIT 12
URBANDALE, IA 50322
PHONE: 515-276-4884 EXT 221
WEAVER@CECLAG.COM

LEGAL DESCRIPTION:
WARRANTY DEED: BOOK 15270, PAGE 944
THE NORTH ONE-HALF OF THE NORTH ONE-HALF OF THE NORTHEAST QUARTER (N $\frac{1}{2}$ N $\frac{1}{2}$ NE $\frac{1}{4}$) OF SECTION SEVEN (7), TOWNSHIP SEVENTY-NINE (79) NORTH, TWENTY-FIVE (25) WEST OF THE 5TH P.M., POLK COUNTY, IOWA.

LAND AREAS

NE $\frac{1}{4}$, NE $\frac{1}{4}$
20.23 ACRES GROSS
1.54 ACRES PUBLIC RIGHT-OF-WAY EASEMENT
18.64 ACRES NET

NW $\frac{1}{4}$, NE $\frac{1}{4}$
20.26 ACRES GROSS
1.01 ACRES PUBLIC RIGHT-OF-WAY EASEMENT
19.25 ACRES NET

ZONING:

EXISTING: RUD - JAMES PLACE

PROPOSED: COMMERCIAL/ MIXED USE

HIGH DENSITY RESIDENTIAL AND COMMERCIAL

MIXED MEDIUM-DENSITY AND HIGH DENSITY RESIDENTIAL

LAND USE

EXISTING: RUD

FUTURE: COMMERCIAL/ MULTI-FAMILY

RUD

BULK ZONING REGULATIONS:
MIXED MEDIUM-DENSITY AND HIGH-DENSITY RESIDENTIAL

SETBACKS:

- FRONT YARD = 30' FROM EXTERNAL PROPERTY LINES
- FRONT YARD = 20' FROM PRIVATE STREET OR PRIVATE SIDEWALK
- REAR YARD = 20' FROM EXTERNAL PROPERTY LINES, PRIVATE STREET OR SIDEWALK
- SIDE YARD = 20' FROM PRIVATE STREET OR EXTERNAL PROPERTY LINES
- BUILDING SEPARATION = 20' FROM BUILDING GROUPS

HIGH-DENSITY RESIDENTIAL AND COMMERCIAL

SETBACKS:

MULTI-FAMILY

- FRONT YARD = 30' FROM EXTERNAL PROPERTY LINES
- REAR YARD = 20' FROM EXTERNAL PROPERTY LINES
- SIDE YARD = 20' FROM EXTERNAL PROPERTY LINES
- BUILDING SEPARATION = 20' FROM BUILDING GROUPS

MIXED-USE COMMERCIAL

- FRONT YARD = 30' FROM EXTERNAL PROPERTY LINES
- REAR YARD = 25' FROM EXTERNAL PROPERTY LINES
- SIDE YARD = 10' FROM EXTERNAL PROPERTY LINES
- BUILDING SEPARATION = 5' FROM BUILDING GROUPS

COMMERCIAL/MIXED USE REGULATIONS

SETBACKS:

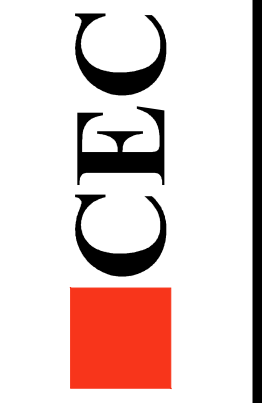
- FRONT YARD = 30'
- REAR YARD = 25'
- SIDE YARD (EXTERNAL) = 10'
- SIDE YARD (INTERNAL) = 0' IF THE BUILDING IS NOT BUILT ON THE PROPERTY LINE, THE SIDE SETBACK SHALL BE A MINIMUM OF 5'
- BUILDING SEPARATION = 5'

	Name of Property Owner	Legal Description	Mailing Address	Total Area of Property (SF)	Square footage within 250' of rezoning (SF)	% of Total square footage within 250' of rezoning	% Consenting	% Non-Consenting
1	DENNIS BRITSON	S 1/2 NE 1/4 NE 1/4 LESS .60A RD SEC 7-79-25	DENNIS BRITSON POB 399 DALLAS CENTER, IA 50063-0399	849,420	323,608	29.80%		
2	DENNIS BRITSON	S 1/2 NW 1/4 NE 1/4 SEC 7-79-25	DENNIS BRITSON POB 399 DALLAS CENTER, IA 50063-0399	812,943	386,569	28.43%		
3	HARVEST POINTE PLAT I	SW 1/4 SE 1/4 SEC 6-79-25	HARVEST POINTE LLC 1015 NW 10TH STREET WAUKEE, IA 50263	1,398,972	165,407	12.16%		
4	TEMPLE HOLDINGS LLC	S 1/2 SW FRL 1/4 LESS 3.38TA RD SEC 6-79-25	TEMPLE HOLDINGS LLC 1015 NW 10TH STREET WAUKEE, IA 50263	1,589,694	279,833	20.58%		
5	SUMMIT CREEK CHURCH	EX PARCEL P BK 8219 PG 390 N 5A- 4 -EX PARCEL R BK 10643 PG 556 S 1A N 6A- SW 1/4 W OF RY LESS 2.29A RD SEC 5-79-25	SUMMIT CREEK CHURCH 1516 PRAIRIE RIDGE DR. POLK CITY, IA 50226-1257	281,036	34,272	2.52%		
6	EBH INC	NW 1/4 LY6 SW OF RR ROW LESS RD SEC 8-79-25	CAPITAL AGRI PROP SERV 801 WARRENVILLE RD STE 150 LISLE, IL 60532-4328	1,840,654	170,010	12.50%		
			TOTALS	6,771,969	1,359,699	100.0%	0	0

update list based on changes to the 250' notification buffer

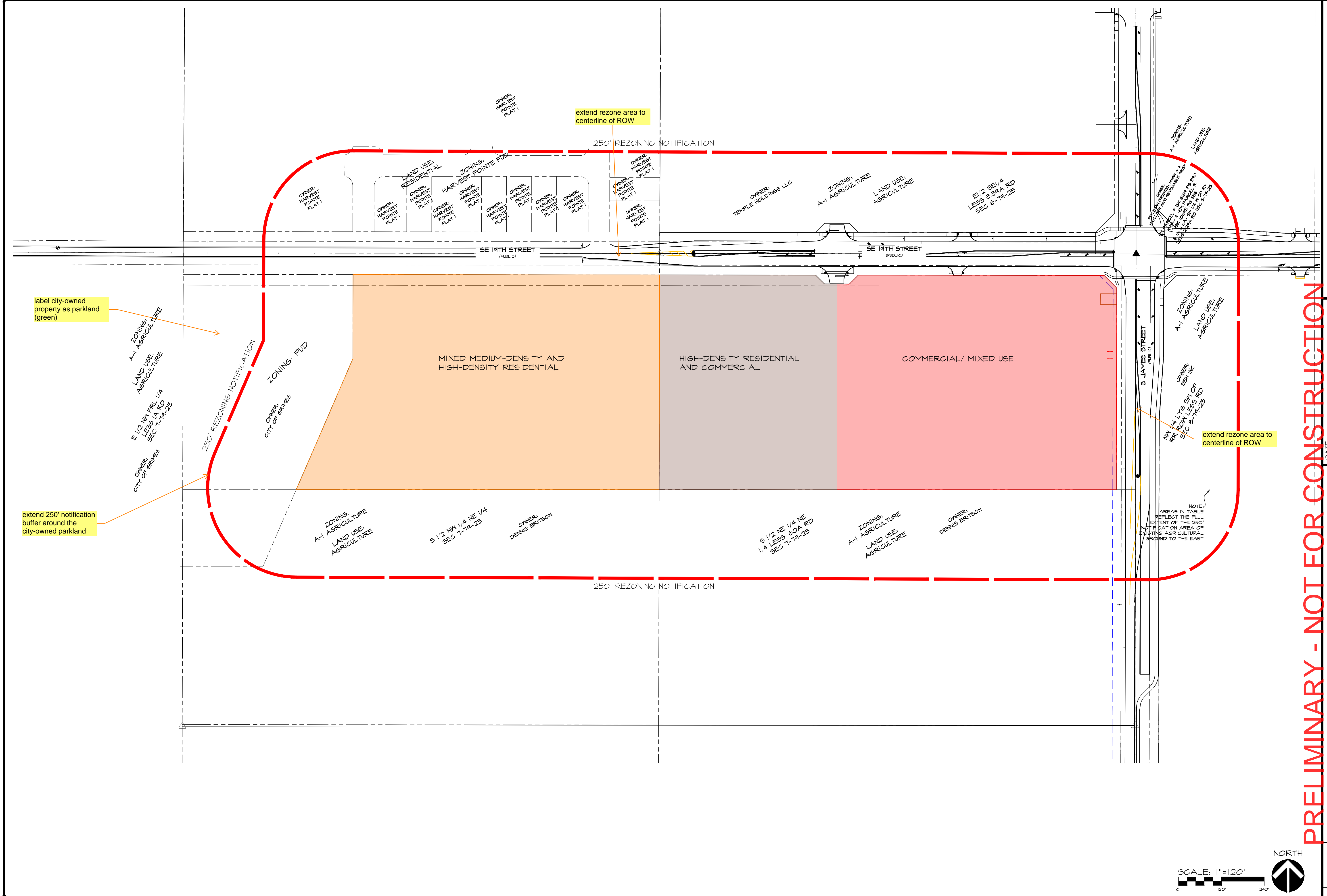
PRELIMINARY - NOT FOR CONSTRUCTION

Civil Engineering Consultants, Inc.
2400 86th Street, Unit 12 · Des Moines, Iowa 50322
515.276.4884 · mail@ceclac.com



DATE:	08-04-2021
SUBMITTAL:	2026-05-XX
DATE OF SURVEY:	C/TX
DESIGNED BY:	MDX
DRAWN BY:	

JAMES PLACE
GRIMES, IOWA
COVER



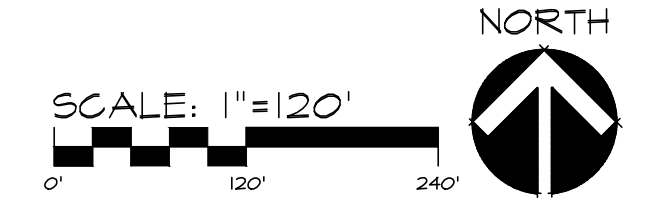
label city-owned property as parkland (green)

extend 250' notification buffer around the city-owned parkland

extend rezone area to centerline of ROW

extend rezone area to centerline of ROW

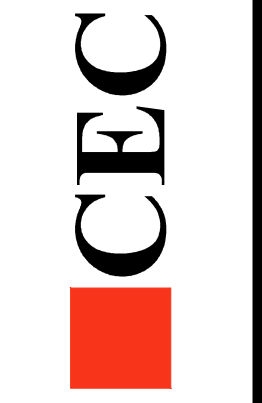
PRELIMINARY - NOT FOR CONSTRUCTION



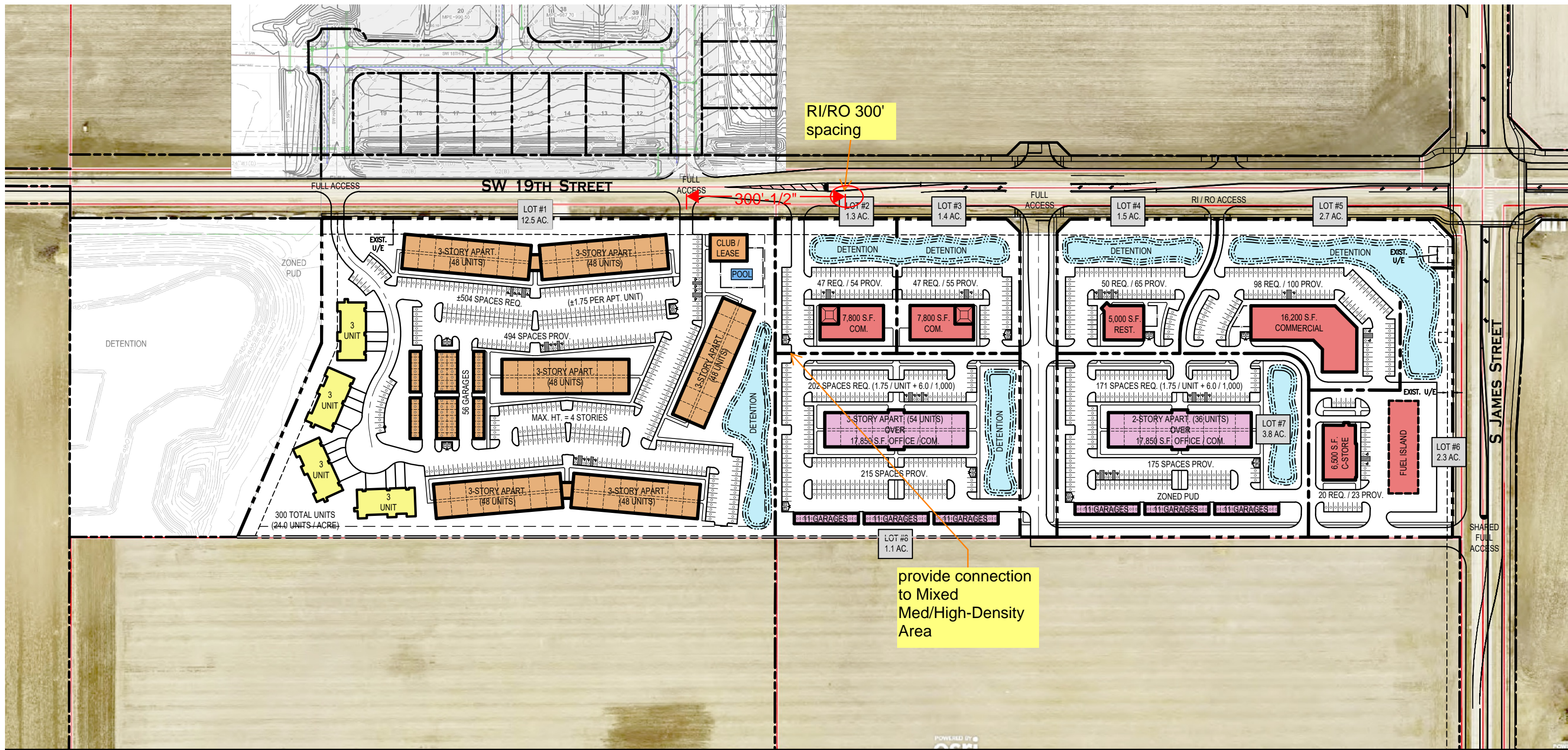
JAMES PLACE
 ##### GRIMES, IOWA
REZONING

SHEET
 OF 2
 A-2044

DATE:	2026-05-XX	CITY	NDM
DESIGNED BY:	#####		
DRAWN BY:			



Civil Engineering Consultants, Inc.
 2400 86th Street, Unit 12 Urbandale, Iowa 50322
 515.276.4884 mail@cecinc.com



This drawing has been prepared by the Architect, or under the Architect's direct supervision. This drawing is intended to be conceptual in nature only. Property boundaries, setbacks, easements, topography, utilities, structures and other physical features shown herein are based on the information available to the architect at the time of design. This document reflects a site plan concept only, and does not necessarily reflect all governing authority requirements, including green space calculations, bulk regulations, landscaping, storm water management, city input, site signage, grading, and other factors that may impact final site design. This drawing shall not be used for construction or legally binding documentation. (C) Copyright 2026 by Simonson & Associates Architects, L.L.C.

James Place PUD

Site Concept #3

SW 19th Street & St. James Street

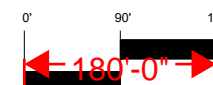
Grimes, Iowa

June 25, 2026



1" = 180'-0" @ 11"x17" Sheet
SAA# 24074

DRAWN BY: AVG

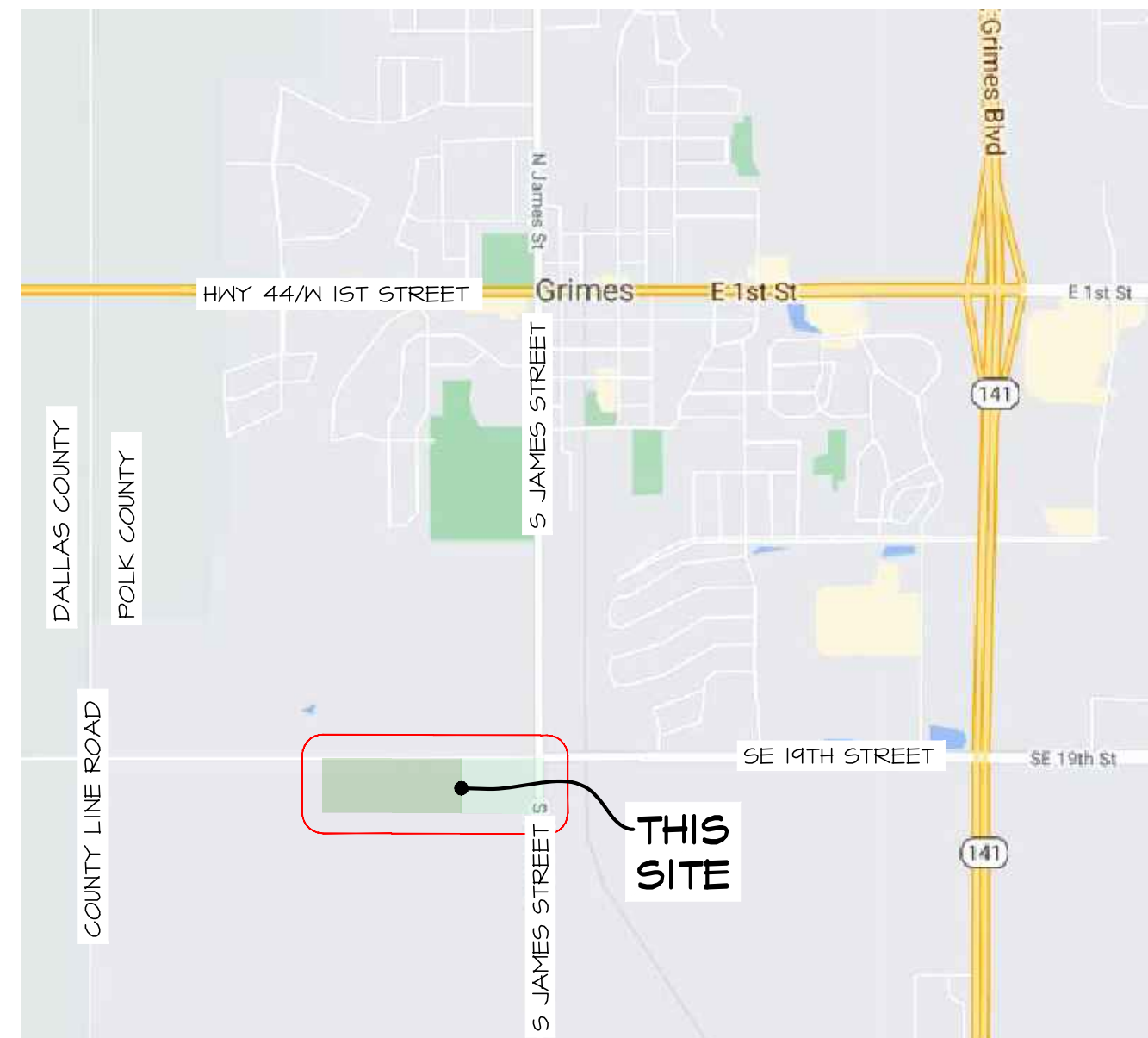


Simonson + Associates Architects LLC
1717 Ingersoll Ave, Suite 117, Des Moines, Iowa 50309
Ph. 515-440-5626 www.simonsonassoc.com

REZONING JAMES PLACE GRIMES, IOWA

- GENERAL LEGEND**
- PROPOSED**
- FLAT BOUNDARY
 - SECTION LINE
 - LOT LINE
 - CENTERLINE
 - EASEMENT LINE
 - FLARED END SECTION
 - TYPE SW-501 STORM INTAKE
 - TYPE SW-502 STORM INTAKE
 - TYPE SW-503 STORM INTAKE
 - TYPE SW-504 STORM INTAKE
 - TYPE SW-505 STORM INTAKE
 - TYPE SW-506 STORM INTAKE
 - TYPE SW-511 STORM INTAKE
 - TYPE SW-512 STORM INTAKE
 - TYPE SW-513 STORM INTAKE
 - TYPE SW-401 STORM MANHOLE
 - TYPE SW-402 STORM MANHOLE
 - TYPE SW-403 STORM MANHOLE
 - TYPE SW-403 STORM MANHOLE
 - TYPE SW-301 SANITARY MANHOLE
 - TYPE SW-302 SANITARY MANHOLE
 - TYPE SW-304 SANITARY MANHOLE
 - STORM/SANITARY CLEANOUT
 - WATER VALVE
 - FIRE HYDRANT ASSEMBLY
 - BLOW-OFF HYDRANT
 - DETECTABLE WARNING PANEL
 - SAN-12 SANITARY SEWER WITH SIZE
 - SAN- SANITARY SERVICE
 - ST-12 STORM SEWER WITH SIZE
 - ST- STORM SERVICE
 - W-12 WATER SEWER WITH SIZE
 - W- WATER SERVICE
 - PROPOSED CONTOUR
 - SILT FENCE
 - RIP RAP
 - ADDRESS
 - 1234
 - B.S.L. BUILDING SETBACK LINE
 - P.U.E. PUBLIC UTILITY EASEMENT
 - M.O.E. MINIMUM OPENING ELEVATION
 - CC# CRITICAL CROSSING
 - CRITICAL CROSSING LOCATION

- EXISTING**
- LOT LINE
 - SANITARY/STORM MANHOLE
 - WATER VALVE
 - FIRE HYDRANT
 - STORM SEWER SINGLE INTAKE
 - STORM SEWER DOUBLE INTAKE
 - STORM SEWER ROUND INTAKE
 - FLARED END SECTION
 - DECIDUOUS TREE
 - CONIFEROUS TREE
 - SHRUB
 - POWER POLE
 - STREET LIGHT
 - GUY ANCHOR
 - ELECTRIC TRANSFORMER
 - GAS METER
 - TELEPHONE RISER
 - SIGN
 - CATV UNDERGROUND TELEVISION
 - UGE UNDERGROUND ELECTRIC
 - UGG UNDERGROUND GAS
 - UGFO UNDERGROUND FIBER OPTIC
 - UGT UNDERGROUND TELEPHONE
 - OHW OVERHEAD ELECTRIC
 - SAN-12 SANITARY SEWER WITH SIZE
 - ST-12 STORM SEWER WITH SIZE
 - W-12 WATER MAIN WITH SIZE
 - 926 EXISTING CONTOUR
 - TREELINE
 - TS- TRAFFIC SIGNAL



VICINITY SKETCH NORTH

PROPERTY OWNER:
DIANE M BRITSON
111 SNAKE DANCE DR
HARKER HEIGHTS, TX 76548-2019

PREPARED FOR:
HORIZON ADVISORS, LLC
CO: THE SIEDENBURG GROUP
ATTN: DOUG SIEDENBURG
1550 NW 139TH ST, #450
CLIVE, IA 50325
PHONE: 515-223-6222

PREPARED BY:
CODY T. WEAVER, P.E.
CIVIL ENGINEERING CONSULTANTS
2400 86th STREET, UNIT 12
URBANDALE, IA 50322
515-276-4884 EX 221
WEAVER@CECLAG.COM

PROFESSIONAL LAND SURVEYOR:
CIVIL ENGINEERING CONSULTANTS
ATTN: JEFFREY A. GADDIS, PLS #18381
2400 86TH STREET, SUITE #12
URBANDALE, IA 50322
PHONE: 515-276-4884 EXT 221
EMAIL: GADDIS@CECLAG.COM

PROJECT MANAGER
CODY T. WEAVER, P.E.
CIVIL ENGINEERING CONSULTANTS
2400 86th STREET, UNIT 12
URBANDALE, IA 50322
515-276-4884 EX 221
WEAVER@CECLAG.COM

LEGAL DESCRIPTION:
WARRANTY DEED: BOOK 15270, PAGE 944
THE NORTH ONE-HALF OF THE NORTH ONE-HALF OF THE NORTHEAST QUARTER (N $\frac{1}{2}$ N $\frac{1}{2}$ NE $\frac{1}{4}$) OF SECTION SEVEN (7), TOWNSHIP SEVENTY-NINE (79) NORTH, TWENTY-FIVE (25) WEST OF THE 5TH P.M., POLK COUNTY, IOWA.

LAND AREAS

NE $\frac{1}{4}$, NE $\frac{1}{4}$
20.23 ACRES GROSS
1.54 ACRES PUBLIC RIGHT-OF-WAY EASEMENT
18.64 ACRES NET

NW $\frac{1}{4}$, NE $\frac{1}{4}$
20.26 ACRES GROSS
1.01 ACRES PUBLIC RIGHT-OF-WAY EASEMENT
19.25 ACRES NET

ZONING:

EXISTING: FUD - JAMES PLACE

PROPOSED: COMMERCIAL/ MIXED USE

HIGH DENSITY RESIDENTIAL AND COMMERCIAL

MIXED MEDIUM-DENSITY AND HIGH DENSITY RESIDENTIAL

LAND USE

EXISTING: FUD

FUTURE: COMMERCIAL/ MULTI-FAMILY

FUD

BULK ZONING REGULATIONS:

MIXED MEDIUM-DENSITY AND HIGH-DENSITY RESIDENTIAL

SETBACKS:
FRONT YARD = 30' FROM EXTERNAL PROPERTY LINES
FRONT YARD = 20' FROM PRIVATE STREET OR PRIVATE SIDEWALK
REAR YARD = 20' FROM EXTERNAL PROPERTY LINES, PRIVATE STREET OR SIDEWALK
SIDE YARD = 20' FROM PRIVATE STREET OR EXTERNAL PROPERTY LINES
BUILDING SEPARATION = 20' FROM BUILDING GROUPS

HIGH-DENSITY RESIDENTIAL AND COMMERCIAL

SETBACKS:
MULTI-FAMILY
FRONT YARD = 30' FROM EXTERNAL PROPERTY LINES
REAR YARD = 20' FROM EXTERNAL PROPERTY LINES
SIDE YARD = 20' FROM EXTERNAL PROPERTY LINES
BUILDING SEPARATION = 20' FROM BUILDING GROUPS

MIXED-USE COMMERCIAL
FRONT YARD = 30' FROM EXTERNAL PROPERTY LINES
REAR YARD = 25' FROM EXTERNAL PROPERTY LINES
SIDE YARD = 10' FROM EXTERNAL PROPERTY LINES
BUILDING SEPARATION = 5' FROM BUILDING GROUPS

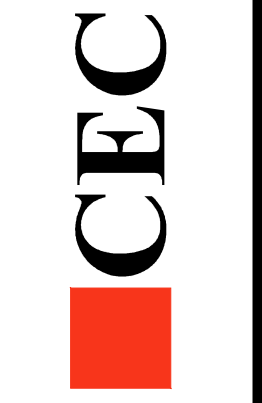
COMMERCIAL/MIXED USE REGULATIONS

SETBACKS:
FRONT YARD = 30'
REAR YARD = 25'
SIDE YARD (EXTERNAL) = 10'
SIDE YARD (INTERNAL) = 0' IF THE BUILDING IS NOT BUILT ON THE PROPERTY LINE, THE SIDE SETBACK SHALL BE A MINIMUM OF 5'
BUILDING SEPARATION = 5'

	Name of Property Owner	Legal Description	Mailing Address	Total Area of Property (SF)	Square footage within 250' of rezoning (SF)	% of Total square footage within 250' of rezoning	% Consenting	% Non-Consenting
1	DENNIS BRITSON	S 1/2 NE 1/4 NE 1/4 LESS .60A RD SEC 7-79-25	DENNIS BRITSON POB 399 DALLAS CENTER, IA 50063-0399	849,420	323,608	29.80%		
2	DENNIS BRITSON	S 1/2 NW 1/4 NE 1/4 SEC 7-79-25	DENNIS BRITSON POB 399 DALLAS CENTER, IA 50063-0399	812,143	386,569	28.43%		
3	HARVEST POINTE PLAT I	SW 1/4 SE 1/4 SEC 6-79-25	HARVEST POINTE LLC 1015 NW 10TH STREET WAUKEE, IA 50263	1,398,972	165,407	12.16%		
4	TEMPLE HOLDINGS LLC	S 1/2 SW FRL 1/4 LESS 3.387A RD SEC 6-79-25	TEMPLE HOLDINGS LLC 1015 NW 10TH STREET WAUKEE, IA 50263	1,589,694	279,833	20.58%		
5	SUMMIT CREEK CHURCH	EX PARCEL P BK 8219 PG 390 N 5A- 4 -EX PARCEL R BK 10643 PG 556 S 1A N 6A- SW 1/4 W OF RY LESS 2.29A RD SEC 5-79-25	SUMMIT CREEK CHURCH 1516 PRAIRIE RIDGE DR. POLK CITY, IA 50226-1257	281,036	34,272	2.52%		
6	EBH INC	NW 1/4 LY6 SW OF RR ROW LESS RD SEC 8-79-25	CAPITAL AGRI PROP SERV 801 WARRENVILLE RD STE 150 LISLE, IL 60532-4328	1,840,654	170,010	12.50%		
			TOTALS	6,771,969	1,359,699	100.0%	0	0

PRELIMINARY - NOT FOR CONSTRUCTION

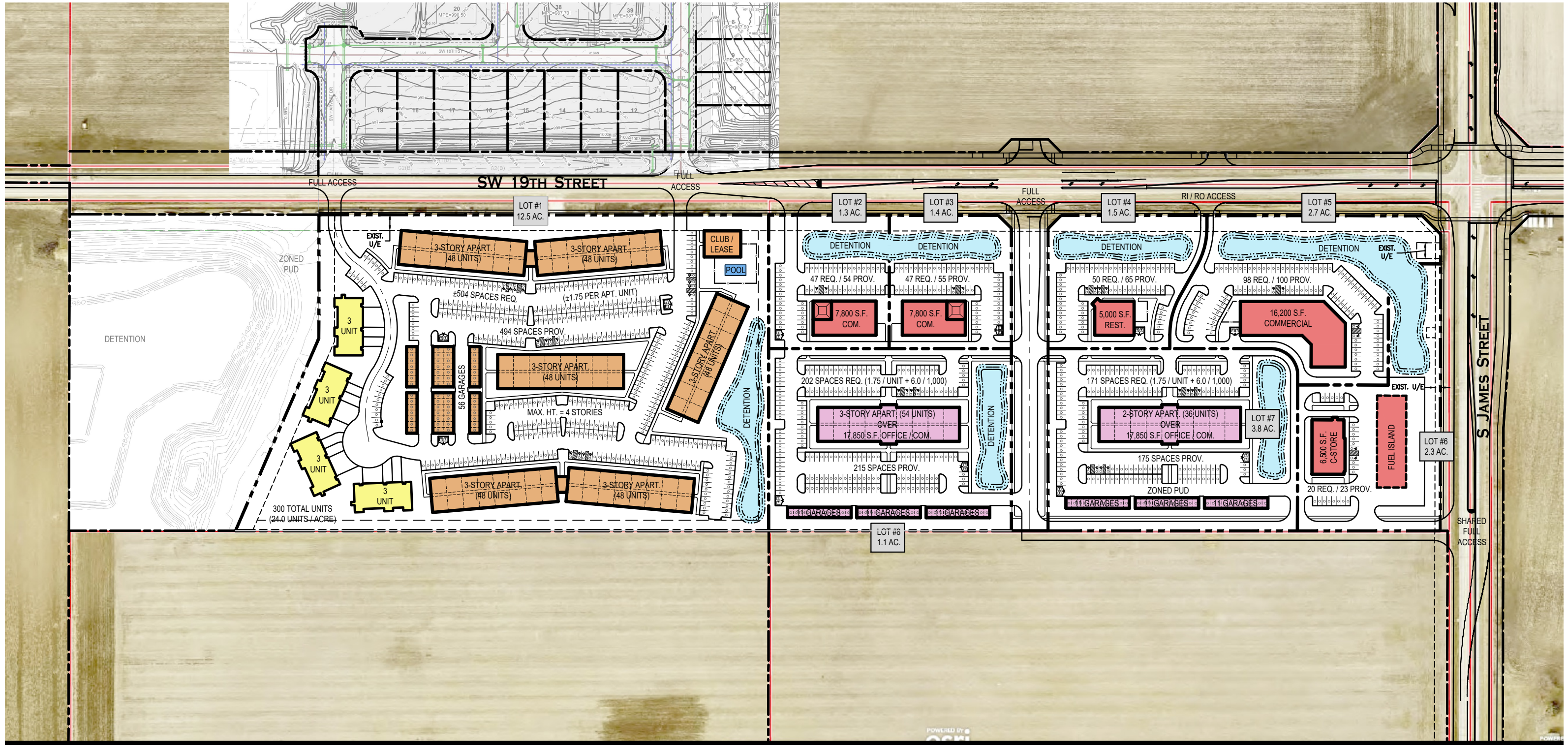
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515.276.4884 · mail@ceclac.com



DATE: 08-04-2021
SUBMITTAL: 2026-05-XX
DATE OF SURVEY: 2026-05-XX
DESIGNED BY: CTA
DRAWN BY: MDX

JAMES PLACE
GRIMES, IOWA
COVER

SHEET
OF 2
A-2099



This drawing has been prepared by the Architect, or under the Architect's direct supervision. This drawing is intended to be conceptual in nature only. Property boundaries, setbacks, easements, topography, utilities, structures and other physical features shown herein are based on the information available to the architect at the time of design. This document reflects a site plan concept only, and does not necessarily reflect all governing authority requirements, including green space calculations, bulk regulations, landscaping, storm water management, city input, site signage, grading, and other factors that may impact final site design. This drawing shall not be used for construction or legally binding documentation. (C) Copyright 2026 by Simonson & Associates Architects, L.L.C.

James Place PUD

Site Concept #3

SW 19th Street & St. James Street

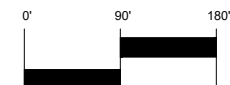
Grimes, Iowa

June 25, 2026



1" = 180'-0" @ 11"x17" Sheet
SAA# 24074

DRAWN BY: AVG



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Ph. 515-440-5626 www.simonsonassoc.com



PLANNING AND ZONING COMMISSION COMMUNICATION
Meeting Date: 7/7/2026

AGENDA ITEM: Amendment to Code of Ordinances Title 12 Zoning Regulations Associated with Board of Adjustment, Accessory Dwelling Units, Architecture and Rezoning Consent and Petitions

BACKGROUND: The State of Iowa has adopted several code requirements related to zoning in 2024, 2025 and 2026 regarding Board of Adjustment, Accessory Dwelling Units, Architecture, and Rezoning Consent and Petitions. The Grimes Code of Ordinances has not yet been updated to reflect the State Code Requirements. However, City staff has adhered to the State requirements since their adoption. This Ordinance proposes to update the City code to be in compliance with State Code requirements. In addition, staff are proposing amendments to the Board of Adjustment regulations to clarify requirements and procedures.

A summary of the proposed changes is provided below.

12-1-4 Amendments

State Code Amendment:

- Removed the requirement for 50% of property owners abutting the rezone area to provide consent to the rezone petition
- Removed the ability for property owners abutting the rezone area to petition against the proposed rezone

Proposed Amendment to City Code:

- Remove abutting property owner consent requirements
- Remove ability for abutting property owners to petition

12-2-1 Board of Adjustment

State Code Amendment:

- For variances with respect to area, dimensional or other numerical limitations, including but not limited to, minimum lot size, setbacks, yard widths, height, and area, the property owner must prove the following:
 - Practical difficulties faced are unique to the property at issue and not self-created; and
 - Demonstrate that granting the variance will not significantly alter the essential

- character of the surrounding neighborhood
- The City Council is granted the ability to review variances granted by the Board of Adjustment prior to the effective date of the variance.
 - Any individual affected by the variance may appeal the decision of the Board of Adjustment to the City Council within 60 days and the effective date of the variance shall be stayed until after the City Council has reviewed the appeal.
 - The City Council may remand the decision to grant a variance to the Board of Adjustment. The effective date of the variance shall be delayed by 30 days from the date of the remand.
 - The City Council may overturn the decision of the Board of Adjustment by a vote of at least two-thirds of all members of the Council, regardless of whether an appeal has been brought.

Proposed Amendment to City Code:

- Add a section describing the conditions for granting a numerical variance regarding area, dimensional or other numerical limitations.
- Add a section regarding City Council review
- Clarify processes for approval and appeal of variances, special use permits and interpretive review to remove inconsistencies, redundancies, or unclear language
- Amend format and procedures to be consistent with other Boards and Commissions where necessary

12-13-1 Architectural Design Requirement

State Code Amendment:

- Cities can no longer prohibit or limit the use of specific exterior building materials on residential buildings that is more restrictive than the state building code for buildings with 12 or fewer units and all secondary structures, except if the buildings meet the following conditions:
 - the building is within a designated state or local historic district
 - the building is designated as a local, state or national historic landmark
 - the building is in an HOA where owners share cost for common features
 - the building is on property within an overlay or special purpose zoning district

Proposed Amendment to City Code:

- State that the residential architecture requirements do not apply to residential buildings with 12 or fewer units.

12-5-21 Accessory Dwelling Units

State Code Amendment:

- Permits accessory dwelling units on the same lot as a single family residence within a

zoning district where a single family residence is an allowed principal use with the following conditions:

- ADUs must comply with all applicable building codes
- ADUs cannot exceed 1,000 sf or 50% of the size of the primary residence (whichever is larger). The size calculation excludes unfinished basements.
- Manufactured or mobile homes can be used as ADUs (required to be placed on permanent foundation and assessed for taxes)
- ADU requirements cannot be more restrictive than single family requirements
- There can be no parking requirements added to the property when an ADU is present
- There can be no restrictions on occupancy based on marital, familial, employment, etc. relationships between single family residence occupants and ADU occupants
- There does not need to be new or separate utility lines unless metering for billing purposes cannot be provided to the ADU.

Proposed Amendment to City Code:

- Add Section 12-5-21 Accessory Dwelling Units establishing ADU requirements consistent with State Code. There are no current regulations adopted by the City regarding ADUs.
- Add ADUs as permitted accessory uses on single-family lots

BUDGETARY CONSIDERATIONS: N/A

STRATEGIC PLANNING:

Prioritized: No

BOARD/COMMISSION ACTIONS: N/A

STAFF RECOMMENDATION: Staff recommend approval of the amendment to Code of Ordinances Title 12 Zoning Regulations Associated with Board of Adjustment, Accessory Dwelling Units, Architecture and Rezoning Consent and Petitions

RESPONSIBLE STAFF/CONTACT INFORMATION:

Evann Coffey, Senior Planner, 515-986-4050, ecoffey@grimesiowa.gov

Prepared by: Evann Coffey, Senior Planner

Return to: Evann Coffey, Senior Planner

12-1-4 Amendments:

The City Council may, from time to time, on its own action or on petition, after public notice and hearings as provided by law, and after report by the Planning and Zoning Commission, amend, supplement, or change the boundaries of regulations herein or subsequently established, and such amendment shall not become effective except by the favorable vote of a majority of all the members of the Council.

1. Filing of Petition. Whenever any person desires that any amendment or change be made in this chapter, including the text and/or map, as to any property covered by this chapter, and there shall be presented to the Council a petition requesting such change or amendment and clearly describing the property and its boundaries as to which the change or amendment is desired, duly signed by the owners of fifty percent (50%) of the area of all real estate included within the boundaries of said tract as described in said petition, ~~and duly signed by the owners of fifty percent (50%) of the area of all real estate lying outside of said tract but within two hundred fifty (250) feet,~~ it is the duty of the Council to vote upon such petition within a reasonable time after the filing of such petition with the Clerk.
2. Referral to Commission. Prior to voting or holding a public hearing upon the petition as submitted, the Council shall refer the petition to the Planning and Zoning Commission requesting its comments and recommendations. The Commission shall advise the Council of its recommendations and the vote thereon. Before advising the Council of its recommendation, the Commission may in its discretion hold a public hearing, notice of which shall be given by publication in a newspaper in general circulation in the City or by placing in the United States mail appropriate form of notice setting the time and place at which said petition shall be considered by the Commission.
3. Petition Disapproved. In case the proposed amendment, supplement or change be disapproved by the Planning and Zoning Commission, or a written protest be filed with the Clerk against the change, duly signed by the owners of twenty percent (20%) or more of the area of lots included in the proposed change, ~~or by the owners of twenty percent (20%) or more of the property which is located within two hundred (200) feet of the exterior boundaries of the property for which the change is proposed,~~ the change shall not become effective except by the favorable vote of at least three-fourths ($\frac{3}{4}$) of all members of the Council. Whenever any petition for amendment, supplement or change of the zoning districts or regulations herein contained or subsequently established shall have been denied by the Council, then no new petition covering the same property or the same property and additional property shall be filed with or considered by the Council until one (1) year shall have elapsed from the date of filing of the first petition.
4. Filing Fees. Before any action shall be taken as provided in this section, the owner or owners of the property proposed or recommended to be changed in the district regulations or district boundaries shall pay to the Development Services Department a filing fee to cover the costs of the procedure. Under no conditions shall said sum or any part thereof be refunded for failure of said amendment to be enacted into law. The amount of the fee shall be determined in accordance with the City fee schedule as adopted by resolution from time to time by City Council. All additional costs incurred by the City for review of zoning amendment requests by the City Engineer and/or City Attorney shall be reimbursed in full amount to the City by the person who filed the petition or said person's agent.

12-2-1 Board of Adjustment:

1. ~~BOARD MEMBERSHIP~~Board Membership. The Board of Adjustment shall consist of five (5) members. The terms of office of the members of the Board of Adjustment and the manner of their appointment shall be as provided by state law and the Board of Adjustment procedure manual. Members shall be removable for cause by the City Council upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. Matters relating to the powers and duties of the Board shall be as provided by statute and the terms of this chapter.
2. ~~PURPOSE~~Purpose. It shall be the purpose of the Board of Adjustment:
 - A. To hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by the Development Services Department in the enforcement of this Code of Ordinances;
 - B. To hear and decide only such other special use permits and variances as the Board of Adjustment is specifically authorized to pass on by the terms of this Code of Ordinances;
 - C. To decide such questions as are involved in determining whether special use permits or variances should be granted; and
 - D. To grant special use permits or variances with such conditions and safeguards as are appropriate under this Code of Ordinances, or to deny special use permits and variances when not in harmony with the purpose and intent of this Code of Ordinances.
3. ~~MEETING PROCEDURES~~Meeting Procedures.
 - A. Meetings. Meetings of the Board of Adjustment shall be held at the call of the chairperson, and at such other times as the Board of Adjustment may determine.
 - B. Meeting Procedures and Requirements. Such chairperson, or in the absence of the chairperson the acting chairperson, may administer oaths and compel the attendance of witnesses by subpoena. All meetings of the Board of Adjustment and hearings shall be open to the public. The Board of Adjustment shall keep minutes of its proceedings, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Development Services Department and shall be a public record. The presence of three (3) members shall be necessary to constitute a quorum.
4. ~~APPEALS~~Appeals. Appeals to the Board of Adjustment may be taken by a person aggrieved or by any official, department, and board of the City affected by any decision of the Development Services Department. Such appeal shall be taken within ten (10) days of the rendered decision, by filing application request on forms provided by the Development Services Department. Additionally, the application must be accompanied with the appropriate fees in an amount determined by resolution of the Council from time to time. An appeal stays all proceedings in furtherance of the action appealed from, unless the Development Services Department certifies to the Board of Adjustment that by reason of material facts stated in a certificate that a stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed unless either the Board of Adjustment or a court of record issues a restraining order on application on notice to the Development Services Director from whom the appeal is taken and on due cause shown.
5. ~~HEARING NOTICE~~Hearing Notice. If a Grimes property is the subject of consideration by the Board of Adjustment, the Development Services Department shall notify all property owners within two hundred fifty (250) feet of the subject property, exclusive of intervening right of way. Notice shall be sent not less than seven (7) days and not more than twenty (20) days before the Board of Adjustment meeting. The written notice shall be in the format established by the Development Services Department

and be sent by first class mail. The written notice shall contain date, time, location, and subject of the Board of Adjustment meeting.

6. ~~SPECIAL-USE PERMIT~~. Special Use Permit.

A. Board Review and Determination. The Board of Adjustment shall review any special use permit to determine the conformity of the proposed building or use with the standards of the Comprehensive Plan and recognized principles of land use planning. The Board of Adjustment may approve the special use permit as submitted, or before approval, may require that the applicant modify, alter, adjust, or amend the proposal as the Board of Adjustment deems necessary to preserve the intent and purpose of the Code of Ordinances in order to promote the health, safety, and general welfare of the community.

B. Uses Requiring a Special Use Permit. The following uses, ~~provided they are not listed as permitted uses within this Title~~, in addition to any uses stated elsewhere in the Code of Ordinances, shall require a special use permit:

1. ~~Any public building erected and used by a department of the City, Township, County, State or Federal government.~~
2. Airports or landing fields.
3. ~~Community buildings.~~
4. Hospitals, nonprofit fraternal institutions, provided they are used solely for fraternal purposes, and institutions of an educational, religious, philanthropic or eleemosynary character.
5. Public or private cemeteries, including mausoleums.
6. Water and wastewater treatment facilities.
7. Electrical and natural gas regulating facilities.

C. Special Use Permit Requirements. A special use permit shall not be granted by the Board of Adjustment unless and until:

1. A written application, on forms provided by the Development Services Department, is submitted, indicating the section of this Code of Ordinances under which the special exception is sought and stating the grounds on which it is requested.
2. Notice of public hearing shall be given at least seven (7) and not more than twenty (20) days in advance of public hearing. Notice of public hearing shall occur in the same manner as required by law for variances.
3. The Board of Adjustment shall look specifically upon the following criteria in granting or denying a special use permit, plus any additional criteria the Board finds necessary to protect the public health, safety, and general welfare in accordance with the intent of this Code of Ordinances:
 - a. The proposed location, design, construction and operation of the particular use adequately safeguards the health, safety, and general welfare of persons enjoying, residing or working in adjoining or surrounding property;
 - b. The use is in conformity with the Comprehensive Plan, and any other applicable City ordinances, ~~or~~ regulations, ~~or adopted neighborhood plans~~. Furthermore, the authorized use will not impede the normal and orderly development and improvement of the surrounding property as envisioned in the Comprehensive Plan ~~or other adopted neighborhood plans~~;
 - c. The use shall be compatible with the neighborhood and surrounding use of land by its construction, architecture, and site improvements;
 - d. The use will not unduly burden public utilities, increase congestion in the streets or impact the ability to adequately safeguard the public of danger of fire and emergencies;
 - e. The use will not impair an adequate supply of light and air to surrounding property; and

- f. The use will not diminish or impair established property values in adjoining or surrounding property.
- D. Conditions and Safeguards. In granting any special use permit, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Code of Ordinances. Violation of such conditions and safeguards, when made a part of the terms under which the special use permit is granted, shall be deemed a violation of this Code of Ordinances and punishable under Section 12-1-3 of this chapter.
- E. Planning and Zoning Site Plan Review. Following any approval of the special use permit, the Planning and Zoning Commission shall review the site plan or site plan amendment as required by this chapter.
- F. Special Use Amendment. In the event a special use permit is granted under the terms of this section, any requested changes to the approved special use permit or site plan shall be resubmitted and considered in the same manner as the original special use permit application.
- G. Modification, Additions or Replacements of Special Use Permit.
1. In the event a special use permit is granted for a use, the site shall not be modified or altered for any reason, unless the modifications and alterations are carried out in compliance with all existing and applicable City codes governing the property.
 2. In the event a special use permit is granted for a use that would otherwise be deemed a legal nonconforming use under this Code of Ordinances, the sections concerning destruction of a nonconforming structure in Section 12-5-3 shall not serve to terminate the use allowed under the special use permit, provided that such structure is rebuilt or replaced and such use continued within two (2) years after the occurrence of such destruction, and provided further, that the Board of Adjustment may extend such two (2) year deadline for completion of such reconstruction or replacement structure for up to one (1) additional year in the event that such reconstruction or replacement is delayed due to any acts of God, strikes, shortage of materials, delay in delivery of materials, delay in receiving governmental permits, damage or destruction to the structure during such reconstruction, civil unrest, war or moratoriums on construction imposed by any governmental body, or other actions beyond the reasonable control of the property owner.
7. ~~ZONING VARIANCES~~Zoning Variances.
- A. Application Requirements. An application for variance from the terms and requirements of the zoning ordinances may be granted by the Board of Adjustment owing to special conditions, and so that the spirit of this Code of Ordinances shall be observed and substantial justice done. No nonconforming use of neighboring lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.
- B. Conditions for Granting **Non-Numerical Variances**. Variances **unrelated to the area, dimension, or other numerical limitations** shall only be granted by the Board of Adjustment upon finding:
1. A showing of good and sufficient cause; and
 2. A determination that a literal enforcement of the ordinance would result in a substantial hardship to the applicant; and
 3. A determination that the hardship is not self-imposed; and
 4. A determination that the granting of the variance will not be contrary to the public interest or neighborhood integrity; and
 5. A determination that the granting of a variance is the minimum necessary to afford relief from this Code of Ordinances while preserving the spirit of the zoning ordinance.
- C. **Conditions for Granting Numerical Variances**. **Variances with respect to area, dimensional, or other numerical limitations; including but not limited to requirements for minimum lot size, setbacks, yard**

widths, height, bulk, sidewalks, fencing, signage, and off-street parking; shall only be granted by the Board of Adjustment upon finding:

1. A determination that the practical difficulties faced are unique to the property at issue and are not self-created.
 2. A determination that granting the variance will not significantly alter the essential character of the surrounding neighborhood.
- D. Variance Conditions and Safeguards. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this Code of Ordinances. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this Code of Ordinances and punishable under Section 12-1-3 of the Grimes Code of Ordinances.
- E. Resubmittal after Changes. In the event a variance is granted under the terms of this Code of Ordinances, any changes thereafter in the approved use or site plan shall be resubmitted and considered in the same manner as the original proposal. Before granting a variance, the Board of Adjustment shall make findings that the applicant has met the requirements of this Code of Ordinances, and the Board of Adjustment shall further find that the reasons set forth in the application justify the granting of a variance. The burden shall be upon those seeking the variance to establish their entitlement to the requested variance.
- F. City Council Review. The City Council may provide for the review of variances granted by the Board of Adjustment, prior to the effective date of the variance.
1. Any individual affected by the variance may appeal the decision of the Board of Adjustment to the City Council within sixty (60) days and the effective date of the variance shall be stayed until after the City Council has reviewed the appeal.
 2. The City Council may remand the decision to grant a variance to the Board of Adjustment. The effective date of the variance shall be delayed by thirty (30) days from the date of the remand.
 3. The City Council may overturn the decision of the Board of Adjustment by a vote of at least two-thirds (2/3) of all members of the Council, regardless of whether an appeal has been brought.
8. ~~APPEALS FROM DEVELOPMENT SERVICES DECISION~~ Appeals from Development Services Decision.
- A. Decision Review. The Board of Adjustment shall review appeals where it is alleged there is an error in any order, requirement, decision, or determination made by the Development Services Director or their designee in the administration and enforcement of this Code of Ordinances. The Board of Adjustment may reverse or affirm, wholly or partly, or may modify the Development Services Department's Director's order, requirement, decision, or determination, and may make such order, requirement, decision, or determination that should have been made pursuant to this Code of Ordinances, and to that end, shall have powers of the Development Services Department from whom the appeal is taken.
- B. Vote of Members. The concurring vote of three (3) members of the Board of Adjustment shall be necessary to reverse any order requirement, decision, or determination of the Development Services Department, or to decide in favor of the applicant on any matter upon which it is required to pass under this Code of Ordinances, or to grant any special use permit or variance.
- C. Written Testimony or Evidence. Every decision granted or denied by the Board of Adjustment shall be supported by a written testimony or evidence submitted in connection therewith.
- D. Denial of Application. If any application has been denied by the Board of Adjustment, then no new application for the same relief shall be considered by the Board of Adjustment for at least one (1) year unless the board shall find that material conditions have changed.

9. ~~WRIT OF CERTIORARI~~Writ of Certiorari. Any person or persons, any officer, department, or board of the City severally aggrieved by any decision of the Board of Adjustment may present to a court of record a petition, duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of the illegality. Such petition shall be presented to the court within thirty (30) days after the filing of the decision in the office of the Board of Adjustment. The court may reverse or affirm, wholly or in part, or may modify the decision brought up for review.
10. ~~EXPIRATION~~Expiration.
 - A. Special use permits and variances requiring authorization of site or construction approvals shall expire and terminate one hundred eighty (180) days after the date of the granting unless a building permit has been issued for the construction authorized by such special use permit or variance.
 - B. Special use permits or variances not requiring authorization of site or construction approvals shall expire and terminate sixty (60) days after the date of granting of such special use permit or variance unless a certificate of zoning compliance has been issued for such authorized use.
 - C. The Board of Adjustment may, upon written request of the affected person filed prior to permit expiration, extend the time for the issuance of a building permit or certificate of zoning compliance for sixty (60) days.
 - D. In the event the building permit for the construction authorized by a special use permit or variance is canceled by the Development Services Department, such special use permit or variance shall immediately expire and terminate.
 - E. All special use permits and variances granted prior to the adoption of this chapter (September 10, 2019) and not acted upon shall expire and terminate in one hundred eighty (180) days. "Acted upon" shall mean obtaining site plan approval or building permit approval.

12-13-1 Architectural Design Requirements:

1. Purpose. This section is intended to:
 - A. Provide for the administration and enforcement of architectural design in zoning districts that are not in an established overlay district.
 - B. Establish minimum standards for the design and construction of buildings and related structures in all districts.
 - C. Consider the importance of the quality of architecture and building construction to the preservation and enhancement of building and property values, the prevention of the physical deterioration of buildings, the promotion of the image of the community and the general welfare of the City.
2. General Regulations. As part of the submittal for site plan approval within any zoning district, excluding the R-1, R-2, R-2 60, R-2 70, and R-5 Districts, architectural plans, including detailed wall and roof elevations and a description of proposed structural and exterior materials, shall be submitted for review and approval by the Planning and Zoning Commission and the City Council.
3. Design Standards.
 - A. Building Orientation. All buildings shall be designed and oriented to mitigate the visual and aural impact of their service areas, loading areas, non-residential overhead doors and similar features on surrounding properties and public rights-of-way.
 1. Buildings shall not expose service areas and equipment (transformers, generators, compressors, etc.), loading areas, non-residential overhead doors, and similar features to the public right-of-way or to adjacent residential property.
 2. If it is not feasible to design and orient service areas and equipment (transformers, generators, compressors, etc.), loading areas, non-residential overhead doors, and similar features so as not to face a public right-of-way or adjacent residential property, appropriate screening walls or fences with similar design features to the building (material, shape, color, etc.), additional landscape buffering or additional setbacks shall be required.
 - B. Architectural Elements.
 1. Buildings other than one- and two-family buildings which are proposed in residential districts (utility structures, schools, churches, etc.) shall incorporate residential design elements (pitched roofs, dormers, cupolas, or other similar roof elements) into the building design to minimize the aesthetic impact of the non-residential uses.
 2. Multiple-family buildings shall be designed in a manner compatible with residential uses in the vicinity. Architectural design for multiple-family buildings shall attempt to lessen the plainness of appearance which can be characteristic of large residential buildings. Multiple-family buildings with plain walls and boxy appearance are not acceptable. Exterior building materials shall employ a variety of textures and colors and window and door details. The roof shall be principally of gable, hip style or similar residential roof design. The structures' perimeter shall be varied when multiple buildings are proposed. Multiple buildings shall be sited at angles with one another.
 3. Buildings proposed in commercial districts that are adjacent to residential developments shall incorporate an articulated roofline, giving emphasis to architectural elements that will help visually divide the mass of a large building into smaller, more identifiable pieces. Flat roof buildings shall be discouraged and shall only be allowed on a favorable recommendation from the Planning and Zoning Commission. Roof and wall elevations in the Governors District shall reflect the existing historic community architecture in the district.
 4. Commercial buildings shall incorporate architectural design elements, materials, and colors into the side and rear building elevations similar to those used in the front building elevation.

5. Commercial buildings shall incorporate façade modulation in all building elevations, either by physical offsets or by the use of color, pattern, or texture in order to preserve building scale and reduce the negative aesthetic impact of long, large, expansive wall surfaces.
6. Roof-mounted mechanical, communications, or other similar equipment shall be screened from public view by the use of parapet walls or other roof structures. If a parapet wall or other roof structure cannot feasibly screen the roof-mounted equipment, point-in-place or other appropriate screening with similar design features to the building, including material, shape, and color shall be required.

C. Exterior Materials Selection.

1. In R-3 Medium and R-3 High Multiple-Family Residential Districts, residential construction materials, such as brick, stone, wood, cement board siding, vinyl siding and architectural shingles, shall be utilized. At a minimum, twenty-five percent (25%) of primary materials shall be incorporated into the exterior surfaces, exclusive of glazed surfaces, of each building face. Acceptable primary materials shall include a combination of earthtone colored brick, textured concrete block, marble, stone panels or other similar substantial material. Prohibited materials include smooth-faced concrete block, corrugated metal siding, split shakes and rough-sawn wood. **These regulations shall not apply to residential buildings with twelve (12) units or less, inclusive of associated accessory structures**
 2. In C-1, **and C-2, and C-3** Commercial Districts, all wall sides shall have a primary material covering. The primary materials shall constitute at least sixty percent (60%) of the sum of the total of all wall areas, excluding glass. A minimum of twenty-five percent (25%) of the primary material shall be on each wall that does not face public right-of-way. Acceptable primary materials shall include a combination of earthtone colored brick, architectural concrete panels, textured concrete block, marble, native/manufactured stone panels or other similar substantial material. Concrete panels and cement board siding are not considered a primary material. Prohibited materials include smooth-faced concrete block, corrugated metal siding, split shakes and rough-sawn wood.
 3. In M-1A, M-1, M-2, and M-3 Industrial Districts, architectural design shall employ materials common in the district and vicinity of the building. The exclusive use of sheet metal as an exterior building material is not acceptable for buildings in close proximity to public streets. For buildings within three hundred (300) feet of the public street or residential properties, the exterior materials of the wall area facing the public street and a minimum of thirty (30) feet along the adjacent side wall shall be comprised of no less than twenty-five percent (25%) earthtone colored brick, architectural concrete panels, textured concrete block, marble, native/manufactured stone panels or other similar substantial material. Pre-cast, tilt-up concrete panels and cement board siding are acceptable, provided additional architectural detailing is provided along the public faces of the building.
 4. Wall Area Defined. In the application of these requirements, some standards are based upon a percentage of the wall area. The wall area is defined as the total square feet of the exterior elevation of the building that is vertical to the ground. It may contain a gable end or dormer in the same plane of view. It does not contain the elevation area of a pitched roof, but would include the area of a parapet wall.
- D. Exterior Colors. The building's exterior color scheme shall utilize primarily muted neutral or earthtone type colors. The primary use of bright, intense, or extreme colors shall be prohibited in all districts, although these colors may be used for specifically approved architectural detailing.

4. Waiver of Requirements.

- A. The City Council, in its sole discretion and after receiving a recommendation from the Planning and Zoning Commission, may approve additional primary materials on a case-by-case basis, provided that such materials exhibit the structural strength and permanency desired, contain sufficient architectural relief, and do not detract from the desired aesthetic character of the building and the surrounding area.
- B. The City Council reserves the right to waive or modify to a lesser restriction any provision or requirement contained in this section in any new development or redevelopment of property within the City, provided there is a favorable recommendation from the Planning and Zoning Commission and provided said waiver or modification does not adversely affect the intent of these regulations to adequately safeguard the general public and the surrounding property. Exceptions will only be considered for those areas where special circumstances warrant a change and whereby the modification or waiver is determined to be in the best interest of the general public.

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12-5-21 Accessory Dwelling Units

1. Purpose. The purpose of this section is to establish general guidelines for the location and construction of Accessory Dwelling Units.
2. Permitted. Accessory dwelling units shall be permitted as an accessory use on lots with a principal single family dwelling, subject to compliance with regulations within this title and any other applicable law.
3. Fee Required. Construction of an accessory dwelling unit shall require a permit and fee in an amount determined, from time to time, by Resolution of the City Council.
4. Compliance. Accessory dwelling units shall comply with the following:
 - A. Quantity. No lot shall contain more than one (1) accessory dwelling unit.
 - B. Dimension Regulations. Attached accessory dwelling units shall comply with the same dimension requirements as applicable to the principal dwelling in Chapter [12-12](#). Detached accessory dwelling units shall be constructed in conformance with all the requirements in this title applicable to an accessory building, however the minimum side and rear setbacks shall be ten (10) feet.
 - C. Density. Accessory dwelling units shall not be counted towards density calculations or limits on total dwelling units.
 - D. Floor Area. The calculated floor area of an accessory dwelling unit shall not exceed one thousand (1,000) square feet or fifty percent (50%) of the above grade total living area of the principal dwelling unit, whichever is larger.
 - E. Occupant Load. The maximum permitted occupant load within an approved accessory dwelling unit shall be calculated in conformance with Section [11-3-4](#) (17).
 - F. Architectural Standards. Accessory dwelling units shall have the same architectural standards as the principal dwelling on the same lot, as required by either this Title or an approved Agreement.
 - G. Parking Requirements. No additional parking requirements shall be imposed for any accessory dwelling unit.
 - H. Utilities. No new or separate utility lines, unless metering for billing purposes cannot be provided to the accessory dwelling unit, shall be required.
 - I. Building Regulations. To ensure the adequate consideration of the life, safety and general welfare of an occupant, owner and the public, accessory dwelling units shall meet the following requirements:
 - (1) Detached accessory dwelling units shall be constructed in conformance with all provisions of Chapter [11-8](#) Residential Building Code applicable to a one-family dwelling.
 - (2) Attached accessory dwelling units shall be constructed in conformance with all provisions of Chapter [11-8](#) Residential Building Code applicable to a two-family dwelling.
 - J. Flood Control. Accessory dwelling units shall be subject to the requirements of Section [12-16](#) Flood Control.

(There are no ordinances associated with this section.)

12-7-1 R-1 District Regulations:

The R-1 Single-Family Dwelling District is intended and designed to provide for certain low-density residential development in areas where such development seems likely to occur.

1. Principal Permitted Uses. Only the uses of structures or land listed in this section are permitted in the R-1 District.
 - A. Single-family dwellings.
 - B. Churches, chapels, temples, and similar places of worship, provided that all principal buildings be set back a minimum of forty (40) feet from all property lines.
 - C. Public and parochial schools, elementary and secondary, and other educational institutions having an established current curriculum as ordinarily given in the public schools, provided that all principal buildings be set back a minimum of forty (40) feet from all property lines.
 - D. Family homes as permitted by and as limited by Section 414.22 of the Code of Iowa.
 - E. Publicly owned parks, playgrounds, golf courses, and recreation areas.
 - F. Private noncommercial recreational areas, including country clubs, swimming pools, tennis clubs and golf courses.
 - G. Cemeteries, including mausoleums.
 - H. Agricultural uses, including nurseries, greenhouses and truck gardens, provided that no offensive odors or dust are created, and provided further, that no retail sales or the raising and keeping of livestock or poultry are permitted on the premises.
2. Permitted Accessory Uses.
 - A. Uses of land or structures customarily incidental and subordinate to one of the permitted principal uses, unless otherwise excluded.
 - B. Private garage or carport.
 - C. Home occupations as permitted in and as limited by Section [12-5-12](#).
 - D. The taking of boarders or the leasing of rooms.
 - E. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon the completion or abandonment of the construction work.
 - F. Temporary use of a dwelling structure within a new subdivision as a job office and real estate office for the subject subdivision, which shall terminate upon completion or abandonment of the project.
 - G. One board or sign not to exceed fifty (50) square feet in area referring to the construction, lease, hire, or sale of a building, premises, or subdivision lots, which sign shall refer to property on which the sign is located, and shall be removed as soon as the premises are sold or leased or construction completed.
 - H. Institutional bulletin board sign.
 - I. Child care facility or daycare.
 - J. Satellite receiving antenna, mounted on the ground in the rear yard or attached to principal building facing rear yard at a height no greater than the peak of the roof, not to exceed a maximum height of fifteen (15) feet. The mounting of the antenna shall be in accordance with the City Building Code. The height of the antenna shall be measured vertically from the highest point of the antenna when positioned for operation, to the bottom of the base which supports the antenna. No antenna in the "R" District shall be greater than twelve (12) feet in diameter. Satellite receiving antenna mounted on a trailer or vehicle may be allowed in the rear yard for a period not to exceed fifteen (15) days.

- K. Solar collectors mounted on the ground in the rear yard or attached to principal building facing front, side or rear yard at a height no greater than the peak of the roof of the principal structure. The mounting of solar collectors shall be in accordance with the City Building Code. If required, solar access easement may be obtained from adjoining property owner in accordance with the State statutes.
- L. **One (1) Accessory Dwelling Unit upon a single-family lot as permitted in and as regulated by Section 12-5-21.**
- 3. Bulk Regulations. See Section 12-12-1 for minimum requirements subject to the modifications contained in Section 12-19-1.
- 4. Minimum Width Regulation. The minimum dimension of the main body of the principal building shall not be less than twenty (20) feet.
- 5. Perimeter Foundation Requirement. A permanent perimeter foundation, meeting the City Building Code standards, is required for all principal buildings.
- 6. Off-Street Parking and Loading. Spaces for off-street parking and loading shall be provided in accordance with the provisions of Sections 12-15-4 and 12-15-5.

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