

# Council/Staff Planning Session

## 1. Meeting Date And Time

- 1.1. May 12, 2021 6:00 P.m., Council Chambers, 105 Milwaukee Mall Note: Council Members Will Be Utilizing Zoom.com To Attend The Meeting Remotely. Mayor And Staff Will Be Participating Via Computer In The Council Chambers. Public Can Attend In Person And Listen To The Meeting Discussion While Complying With The 6' Social Distance Protocol Or They Can Attend The Meeting On Their Own Computer Via Zoom.com: Meeting ID 787 065 8066 Phone Number To Call To Participate Via Telephone: 312-626-6799 NOTE: This Meeting Will Convene Immediately Following Adjournment Of A Special Meeting Starting At 6:00

## 2. Call To Order

## 3. Mayor's Comments

## 4. Craig Hamm – Request For Car Show

Documents:

[CARSHOW.PDF](#)

## 5. Requests From Mark Wicks And Tami Vetter For Christmas In July/BBQ Challenge Event – Street Closure And Having Alcohol In Central Park

Documents:

[CCBBQ.PDF](#)

## 6. Request From Rick Cordes To Build A Garage On An Empty Lot On 6th Avenue

Documents:

[AIS 2021 SIXTH AVENUE RICK CORDES ACCESSORY BLDG REQUEST PLANNING SESSIONPDF.PDF](#)

## 7. Discuss Standard Operating Procedures For Police Department

## 8. Acceptance Of 2020 Sewer Lining Project

## 9. City Administrator Report

## 10. Adjourn

CHARLES CITY STREET CLOSING REQUEST AND PERMISSION FORM

THE ORGANIZER AND OR APPLICANT WILL AGREE TO AND ACCEPT RESPONSIBILITY OF THIS EVENT.

DATE OF APPLICATION 5-3-21

1. DATE OF CLOSING: MAY 22<sup>nd</sup> 2021 TIME: 7:00 a.m.
2. DATE OF REOPENING: MAY 22<sup>nd</sup> 2021 TIME: 2:30 p.m.
3. REASON FOR CLOSURE: CAR SHOW (CORVETTES)
4. STREET(S) TO BE CLOSED: N. JACKSON and Kelly St.
5. ALL AFFECTED PROPERTIES HAVE BEEN NOTIFIED? YES  NO

6. PERSON OR ORGANIZATION SPONSORING EVENT: CRAIG HAMM  
ADDRESS: 901 10<sup>th</sup> ST. PHONE # 641-330-9761  
PERSON IN CHARGE (IF ORGANIZATION) CRAIG HAMM  
PHONE # 641-330-9761 SIGNATURE: Craig Hamm

7. ANY SPECIAL INFORMATION: \_\_\_\_\_

INTERNAL USE:

8. AUTHORIZATION IS HEREBY: GRANTED  DENIED  TO THE ABOVE NAMED PERSON OR ORGANIZATION FOR A STREET CLOSURE ON THE ABOVE DATES AND TIME.

  
\_\_\_\_\_  
CHIEF OF POLICE

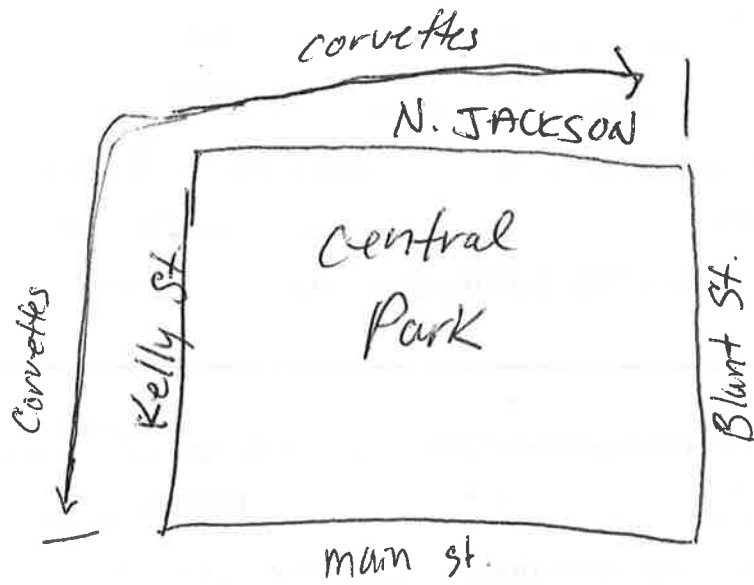
9. NOTIFICATION TO:

SUPERINTENDENT OF THE STREET DEPARTMENT 05-03-21

FIRE DEPARTMENT \_\_\_\_\_ '1

AMBULANCE \_\_\_\_\_ '1





# CHARLES CITY STREET CLOSING REQUEST AND PERMISSION FORM

THE ORGANIZER AND OR APPLICANT AGREES TO ACCEPT RESPONSIBILITY OF THIS EVENT.

DATE OF APPLICATION: **May 6, 2021**

1. DATE OF CLOSING: **Saturday, July 10, 2021** TIME: **2 AM**
2. DATE OF REOPENING: **Saturday, July 10, 2021** TIME: **8:30 PM**
3. REASON FOR CLOSURE: **Charles City BBQ Challenge**
4. STREET(S) TO BE CLOSED: **Parking lot between the 200 block of North Main and North Jackson Streets (behind KCHA, Dean Jewelers, etc.)**
5. ALL AFFECTED PROPERTIES HAVE BEEN NOTIFIED? **YES X** NO

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6. PERSON OR ORGANIZATION SPONSORING EVENT: **Charles City Chamber of Commerce**  
ADDRESS: **401 North Main Street** PHONE# **(641) 228-4234**  
PERSON IN CHARGE (IF ORGANIZATION): **Mark Wicks**  
PHONE# **(641) 330-1874** SIGNATURE: 

7. ANY SPECIAL INFORMATION: **Asking Police Department to cone off parking lot after 2 a.m. on July 10<sup>th</sup> to help keep lot cleared for early the next morning**

INTERNAL USE:

8. AUTHORIZATION IS HEREBY: GRANTED X DENIED \_\_\_\_\_ TO THE ABOVE NAMED PERSON OR ORGANIZATION FOR A STREET CLOSURE ON THE ABOVE DATES AND TIME.

  
\_\_\_\_\_  
CHIEF OF  
POLICE

9. NOTIFICATION TO:

SUPERINTENDENT OF THE STREET DEPARTMENT \_\_\_\_\_ 05-06-21  
FIRE DEPARTMENT \_\_\_\_\_ //  
AMBULANCE \_\_\_\_\_ //

**CHARLES CITY STREET CLOSING REQUEST AND PERMISSION FORM**

THE ORGANIZER AND OR APPLICANT AGREES TO ACCEPT RESPONSIBILITY OF THIS EVENT.

DATE OF APPLICATION: **May 6, 2021**

- 1. DATE OF CLOSING: **Friday, July 2, 2021** TIME: **7:00 am**
- 2. DATE OF REOPENING: **Monday, July 5, 2021** TIME: **4:00 pm**
- 3. REASON FOR CLOSURE: **Annual 4th of July Celebration**
- 4. STREET(S) TO BE CLOSED: **Blunt St between N Main St and N Jackson St**
- 5. ALL AFFECTED PROPERTIES HAVE BEEN NOTIFIED? YES NO
- 6. PERSON OR ORGANIZATION SPONSORING EVENT: **Main Street Charles City**  
ADDRESS: **401 N Main St** PHONE# **641-228-2335**

PERSON IN CHARGE (IF ORGANIZATION): **Joanna Thompson**  
PHONE# **253-363-6194**

SIGNATURE 

7. ANY SPECIAL INFORMATION: **Temporary no parking signs needed**

**INTERNAL USE:**

8. AUTHORIZATION IS HEREBY: GRANTED  DENIED  TO THE ABOVE  
NAMED PERSON OR ORGANIZATION FOR A STREET CLOSURE ON THE ABOVE DATES  
AND TIME.

CHIEF OF  
POLICE



9. NOTIFICATION TO:

SUPERINTENDENT OF THE STREET DEPARTMENT \_\_\_\_\_ 05-06-21  
FIRE DEPARTMENT \_\_\_\_\_ 1  
AMBULANCE \_\_\_\_\_ 1

**CHARLES CITY STREET CLOSING REQUEST AND PERMISSION FORM**

THE ORGANIZER AND OR APPLICANT AGREES TO ACCEPT RESPONSIBILITY OF THIS EVENT.

DATE OF APPLICATION: **May 6, 2021**

- 1. DATE OF CLOSING: **Sunday, July 4, 2021** TIME: **7:00 am**
- 2. DATE OF REOPENING: **Monday, July 5, 2021** TIME: **12:00 am**
- 3. REASON FOR CLOSURE: **Annual 4th of July Celebration**
- 4. STREET(S) TO BE CLOSED: **Kelly St and Blunt St between N Main St and N Jackson St**
- 5. ALL AFFECTED PROPERTIES HAVE BEEN NOTIFIED? YES NO
- 6. PERSON OR ORGANIZATION SPONSORING EVENT: **Main Street Charles City**

ADDRESS: **401 N Main St**

PHONE# **641-228-2335**

PERSON IN CHARGE (IF ORGANIZATION): **Joanna Thompson**

PHONE# **253-363-6194**

SIGNATURE:



7. ANY SPECIAL INFORMATION: **Temporary no parking signs needed**

**INTERNAL USE:**

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CHIEF OF POLICE



9. NOTIFICATION TO:

SUPERINTENDENT OF THE STREET DEPARTMENT 26-06-21  
FIRE DEPARTMENT \_\_\_\_\_ "  
AMBULANCE \_\_\_\_\_ "

**CHARLES CITY STREET CLOSING REQUEST AND PERMISSION FORM**

THE ORGANIZER AND OR APPLICANT AGREES TO ACCEPT RESPONSIBILITY OF THIS EVENT.

DATE OF APPLICATION: **May 6, 2021**

- 1. DATE OF CLOSING: **Saturday, July 3, 2021** TIME: **7:00 am**
- 2. DATE OF REOPENING: **Sunday, July 4, 2021** TIME: **12:00 am**
- 3. REASON FOR CLOSURE: **Annual 4th of July Celebration**
- 4. STREET(S) TO BE CLOSED: **Kelly St and Blunt St between N Main St and N Jackson St; N Jackson St between Kelly St and Blunt**
- 5. ALL AFFECTED PROPERTIES HAVE BEEN NOTIFIED? YES NO

6. PERSON OR ORGANIZATION SPONSORING EVENT: **Main Street Charles City**

ADDRESS: **401 N Main St**

PHONE# **641-228-2335**

PERSON IN CHARGE (IF ORGANIZATION): **Joanna Thompson**

PHONE# **253-363-6194**

SIGNATURE:



7. ANY SPECIAL INFORMATION: **Temporary no parking signs needed**

**INTERNAL USE:**

8. AUTHORIZATION IS HEREBY: GRANTED   X   DENIED \_\_\_\_\_ TO THE ABOVE NAMED PERSON OR ORGANIZATION FOR A STREET CLOSURE ON THE ABOVE DATES AND TIME.

CHIEF OF POLICE



9. NOTIFICATION TO:

SUPERINTENDENT OF THE STREET DEPARTMENT \_\_\_\_\_

05-06-21

FIRE DEPARTMENT \_\_\_\_\_

AMBULANCE \_\_\_\_\_

**CHARLES CITY STREET CLOSING REQUEST AND PERMISSION FORM**

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- 5. ALL AFFECTED PROPERTIES HAVE BEEN NOTIFIED? YES NO

6. PERSON OR ORGANIZATION SPONSORING EVENT: **Main Street Charles City**

ADDRESS: **401 N Main St**

PHONE# **641-228-2335**

PERSON IN CHARGE (IF ORGANIZATION): **Joanna Thompson**

PHONE# **253-363-6194**

SIGNATURE:



7. ANY SPECIAL INFORMATION: **Temporary no parking signs needed**

**INTERNAL USE:**

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CHIEF OF POLICE



9. NOTIFICATION TO:

SUPERINTENDENT OF THE STREET DEPARTMENT 05-06-21

FIRE DEPARTMENT \_\_\_\_\_

AMBULANCE \_\_\_\_\_







# CHARLES CITY STREET CLOSING REQUEST AND PERMISSION FORM

THE ORGANIZER AND OR APPLICANT AGREES TO ACCEPT RESPONSIBILITY OF THIS EVENT.

DATE OF APPLICATION: May 6, 2021

1. DATE OF CLOSING: Friday, June 11, 2021 TIME: 2:30 pm
2. DATE OF REOPENING: Friday June 11, 2021 TIME: 10:30 pm
3. REASON FOR CLOSURE: Party in the Park
4. STREET(S) TO BE CLOSED: Kelly St and Blunt St between N Main St and N Jackson St; N Jackson St between Kelly St and Blunt St
5. ALL AFFECTED PROPERTIES HAVE BEEN NOTIFIED? YES NO
6. PERSON OR ORGANIZATION SPONSORING EVENT: Main Street Charles City
- ADDRESS: 401 N Main St PHONE# 641-228-2335

PERSON IN CHARGE (IF ORGANIZATION): Joanna Thompson

PHONE# 253-363-6194

SIGNATURE:



7. ANY SPECIAL INFORMATION: N/A

### INTERNAL USE:

8. AUTHORIZATION IS HEREBY: GRANTED  DENIED  TO THE ABOVE NAMED PERSON OR ORGANIZATION FOR A STREET CLOSURE ON THE ABOVE DATES AND TIME.



CHIEF OF  
POLICE

9. NOTIFICATION TO:

SUPERINTENDENT OF THE STREET DEPARTMENT 05-06-21

FIRE DEPARTMENT \_\_\_\_\_ '1

AMBULANCE \_\_\_\_\_ '1

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## AGENDA ITEM SUMMARY

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**Subject: Discuss request from Rick Cordes to construct an accessory structure in the 1000 block of Sixth Avenue**

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### Background Summary:

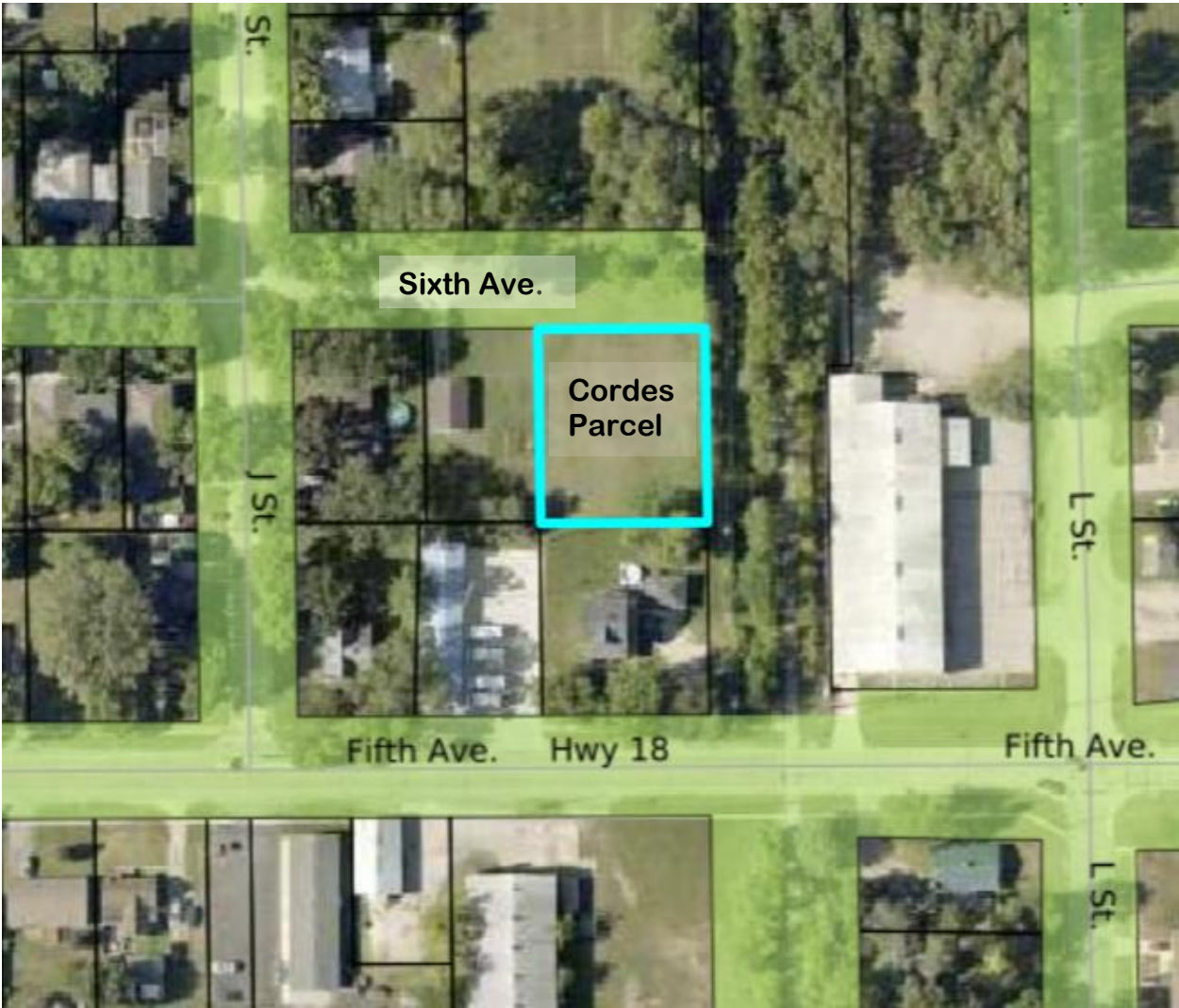
Rick Cordes is requesting to build an accessory structure (three stall garage) on the south side of Sixth Avenue east of J Street. This property is currently a vacant lot and does not have a principal building on the lot. I have attached a letter from Mr. Cordes regarding this matter.

The Council recently revised the City's Zoning Ordinance and adopted Ordinance 1139 to allow the construction of garages on unoccupied parcels by making them an accessory structure to another principal building under certain conditions. These conditions include: 1. The lot for the garage cannot be sold separately from the lot with the principal building by recording a non-conveyance agreement and 2. The principal building is a primary residential dwelling within the Charles City corporate limits.

During the approval process for Ordinance 1139, the Council had considerable discussion on the proximity of the principal building to the off-site accessory structure. The initial proposal limited the principal building to a one to two block radius to ensure the owner of the accessory structure was nearby and available to address any concerns. The final adoption of the ordinance increased this area but limited the principal building's location to within the City of Charles City to permit some local management.

Staff cannot issue a building permit to Mr. Cordes for the requested garage since Mr. Cordes does not have his residence within Charles City. The Council can discuss this matter with Mr. Cordes at Wednesday's planning session.

Request from Rick Cordes  
to construct an accessory structure  
1000 block of Sixth Avenue



RICK CORDES -

5-7-21

TO CITY COUNCIL -

I would like to build 3 stall GARAGE  
AT THE END OF 6<sup>TH</sup> AVENUE ADJACENT  
TO CITY BIKE TRAIL -

THE LOT IS 114.4 X 132. THE GARAGE WOULD  
BE BUILT TO THE EAST SIDE OF LOT WHICH  
WOULD ALLOW ROOM FOR A FUTURE HOME  
TO BE ATTACHED.

BRINGING SEWER AND WATER TO THE LOT  
WHEN I BUILD WOULD BE NEEDED.

REZONED PROPERTY FROM B-2 IN 2014 TO  
RESIDENTIAL TO MEET REQUIREMENTS TO  
BUILD GARAGE AND FUTURE HOME.

THANK YOU!  
RICK CORDES