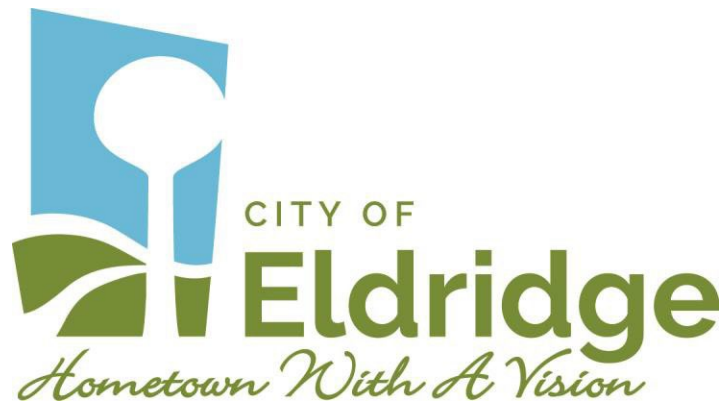


# **DEVELOPER'S HANDBOOK**

**A GUIDE TO THE DEVELOPMENT  
PROCESS IN ELDRIDGE, IOWA**



## **INTRODUCTION**

**This handbook was designed and developed as a convenience to property owners and developers. It is intended to serve as a reference guide to answer the many questions which arise regarding the development process and the many boards involved. With a better understanding of the development process, it is hoped that better development decisions will be made.**

**This document is not intended to replace the assistance of the City staff but to complement it. If you have any questions which are not answered by this handbook or if you have a question about information contained in the handbook, please do not hesitate to contact the City staff. A list of phone numbers and personnel are listed in Appendix A.**

## **I. GOVERNMENTAL BODIES**

**During the development process, the developer may need to work with several different city boards. The role of each board is summarized below to familiarize the developer and citizen with their various roles.**

### **A. CITY COUNCIL**

**Usually referred to as the “Council”. The Council consists of five (5) members and the mayor, which are popularly elected. The Council has the final authority on the approval or denial of rezonings, preliminary and final plats, and site development plans. The Council meets at 7:00PM on the first and third Mondays of each month. These meeting also start at 7:00PM. Formal action takes place on agenda items during these meeting. All meetings of the Council take place at the Eldridge Community Center, 400 S 16th Ave, Eldridge, IA 52748.**

### **B. PLANNING AND ZONING COMMISSION.**

**Often referred to as “the Commission”. The Commission consists of seven (7) citizens who are nominated by the mayor and approved by vote of the Council. The Commission reviews all changes to the Comprehension Plan for the City of Eldridge, rezoning requests and both preliminary and final plats. These reviews take place at a public meeting. The Commission attempts to resolve any problems regarding a proposal between the staff and the applicant or the applicant and the general public. The Commission makes a recommendation to the Council for approval, approval with conditions or denial of the request. The Commission meets as needed the third Thursday of each month typically at 6:00PM unless a Board of Adjustment meeting is scheduled. Then the Commission meeting will start after the Board meeting is adjourned. All meetings are held in the Council Chambers in City Hall at 305 N. 3<sup>rd</sup> St.**

### **C. BOARD OF ADJUSTMENT.**

**Referred to as “the Board”. The Board of Adjustment is a quasi-judicial body authorized by the State Code of Iowa and the City of Eldridge Code to interpret and give exceptions to the zoning ordinance. Such exceptions include variances, use on reviews, and appeals of the interpretation made by the Zoning Administrator. The Board must usually hold a public hearing on any request and then make a decision on the request based on information presented at the public hearing. The Board normally meets in the Council Chambers at City Hall, 305 N. 3<sup>rd</sup> St., on an ad hoc basis. An appeal to a decision made by the Board can only be made through the district court system.**

**D. SITE PLAN REVIEW COMMITTEE.**

**The Site Plan Review Committee is made up of five (5) people, the Community Development Director, City Engineer, Street Superintendent, Building Inspector and a Planning Commissioner. It is the committee’s responsibility to review any proposed development plans prior to the submittal of construction plans for a building permit. The committee has the power to approve or reject any proposed plans. If the developer disagrees with the decision of the committee, the developer may appeal the decision to the City Council. The appeal must be made before a building permit is issued.**

## **II. REZONING**

### **A. PURPOSE**

**The purpose of rezoning is to accommodate changes and growth in the City by allowing the highest and best use of land as set forth in the Comprehensive Plan of the City of Eldridge and to assure compatibility of adjacent land uses.**

### **B. PROCEDURE**

- 1. FILING AN APPLICATION.** Any developer or owner of property desiring to rezone property needs to file a written application. Application forms may be picked up and returned to the Eldridge City Hall at 305 N. 3<sup>rd</sup> St. The non-refundable processing fee of \$150 must be paid at the time the application is filed. In addition to the filing fee, a fee of \$3.00 per notification sign will also be charged. A minimum of 2 signs is required. See subsection C for information needed in the application. See Appendix B for monthly filing deadline dates.
- 2. PUBLIC NOTIFICATION.** The applicant will be required to purchase at least two rezoning notification signs (\$3.00/sign) which the applicant must place on the property to be rezoned so that they are visible from the street. Additional signs may be required for large parcels of land being rezoned. The applicant is responsible to see that the signs are posted 10 calendar days before the Commission meeting, and are removed within 72 hours after the Commission meeting is concluded. If the notification signs are not posted, action may not be taken by the Commission. Staff also mails courtesy notices to adjacent property owners within 200 feet of the property involved in the rezoning request.
- 3. STAFF REVIEW.** After reviewing the application, the City staff will prepare a report to the Commission outlining the facts and issues involved in the case and possibly making a

**recommendation. Staff reports are available usually four (4) days prior to the Commission meeting.**

- 4. PLANNING AND ZONING COMMISSION. The Planning and Zoning Commission will hold a public meeting on the rezoning request at its next regular meeting. At this meeting, the City staff will present the staff report, reviewing the request and possibly making a recommendation to the Commission. The Commission will then hear any information the applicant wants to present. Following the comments from the applicant, the Commission will then hear arguments from those who wish to support the request and then from those who wish to oppose the rezoning request. At the conclusion of the discussion, the Commission will consider all the information and vote on a recommendation that will be passed on to the Council. Following the initial Planning and Zoning Commission meeting, it is the applicant's responsibility to contact the staff to determine future meeting dates.**
- 5. SCHEDULING THE CITY COUNCIL PUBLIC HEARING. Following the Commission recommendation, the staff will schedule the request for a public hearing at the City Council. Usually the public hearing will be scheduled for the first regular council meeting of the next month, which would be on the 1<sup>st</sup> Monday of the month. The difference between the public meeting of the Commission and the public hearing at Council is that a notice must be published in the North Scott Press at least 7 days but not more than 20 days before the meeting date. The public hearing is scheduled for 7:00PM on the night of the council meeting.**
- 6. PUBLIC HEARING. At the public hearing, the city staff will give a brief report indicating what is involved in the request and the recommendation of the Commission. The Council will then hear comments from those in favor of the request with the applicant being given the chance to speak first. Then those who oppose the request will be given a**

**chance to speak. After all parties have had the opportunity to speak, the Council will close the public hearing. After closing the hearing, the Council will not accept any additional comments except in answer to questions they may have.**

**7. DECISION. Following the public hearing the Council will either decide to approve or deny the request. If the decision is to approve the request, three (3) readings of the ordinance are required for approval. The request must be approved at all three votes of the Council to be approved. With the approval of the applicant, the Council may include such conditions in its ordinance of approval as it deems necessary to accomplish the stated purpose of this section. In most cases a simple majority vote of the Council is sufficient to approve the request. However, a  $\frac{3}{4}$  vote of the council is required for approval if the Planning and Zoning Commission has recommended that the request be denied, or if 20% of the landowners which are adjacent to and within 200 feet of the property in question have presented a petition opposing the request.**

**8. EFFECTIVE DATE OF REZONING. If approved, the rezoning will become effective at the time of publication in the North Scott Press. Also, the final ordinance will be recorded with the County Recorder at the Scott County Court House.**

**C. REQUIRED INFORMATION.**

**A complete application includes a completed application form, a complete and accurate legal description of the land to be rezoned and a scale accurate drawing showing the boundaries of the property under consideration. The drawing should be suitable for recording with the ordinance.**

**D. PRIMARY CONSIDERATION**

**Primary consideration for approval of requests is conformance with the Future Land Use Plan of the Comprehensive Plan,**

**compatibility with existing uses, appropriateness for the site, impact upon the public infrastructure and services, and the promotion of the health, safety and general welfare of the public.**

**E. NEED FOR REPRESENTATION AT THE MEETINGS.**

**A representative of the applicant should be present at the meetings to answer any questions that the Commission or Council members may have. Although some applicants choose to do so, the representative need not be an attorney but simply someone familiar with the proposal.**

**F. TIME TO PROCESS THE REQUEST.**

**The time to process the rezoning application varies. Typically three (3) months are necessary if the full process is followed. However, if the three separate readings are waived and the request is approved immediately following the public hearing, the process could be shortened to two and one-half (2 ½) months. If the rezoning is very controversial, the process may take much longer than the typical three (3) months.**

**G. MEETING DATES.**

**At the time of filing, the applicant will be told the time and date of the initial meeting. After the initial meeting, it is the applicant's responsibility to keep up with the future meeting dates. Do not hesitate to call the City Hall at 563-285-4841 if you have a question regarding an application or a meeting date. Commission meeting dates are listed in Appendix B.**



### **III. PLATTING PROCESS**

**Platting is a two-step process involving a preliminary plat and a final plat. However, when an entire parcel is subdivided into three or fewer lots, the Commission may waive the requirement for a preliminary plat and require only a final plat.**

#### **PRELIMINARY PLAT**

##### **A. PURPOSE.**

**The intent of the preliminary plat review is to grant preliminary approval of the basic design of a subdivision plat before extensive technical and engineering details are required.**

##### **B. APPLICABILITY.**

**Whenever the owner of any parcel of land within the City or outside of the City, but within generally 2 miles of the Eldridge city limits, wishes to split the property into two or more parcels, the platting process must be followed.**

##### **C. PROCEDURE.**

**1. CONSULTATION.** In order to make the most of the opportunities related to the subdivision and to conserve time, effort, and expenses, the owner or subdivider should consult with the City staff prior to the preparation of the preliminary plat of the subdivision. Factors which should be considered prior to the preparation of the preliminary plat include: how the proposed plan will fit into the comprehensive plan; requirements of the transportation plan; provision of schools, recreational sites, shopping centers, and community facilities; accessibility to sanitary sewer; provision of adequate water supply, drainage, and detention; prevention of soil erosion; impact of and upon physical characteristics; and the relationship of the proposed subdivision to other developments in the vicinity, proposed and existing.

- 2. FILING AN APPLICATION.** Any person desiring preliminary plat approval must to submit a written application and the number of copies specified at the bottom of the application. Application forms can be picked up and returned to City Hall at 305 N. 3<sup>rd</sup> St. In addition to the required materials, a non-refundable processing fee of \$200 plus \$1.50/lot must be paid at the time of filing the preliminary plat.
- 3. STAFF REVIEW UPON RECEIPT.** If it is determined that there are serious problems with the proposed plat, staff will meet with the subdivider to resolve them. However, if the request appears reasonable, staff will make a recommendation to the Commission for approval, approval with conditions or modifications.
- 4. PLANNING AND ZONING COMMISSION.** If the plat appears reasonable, the Planning and Zoning Commission will review the preliminary plat and staff report and received comments from the public at the next regular meeting. The Commission may approve, approve with conditions, or deny the plat within 30 days. If no action is forthcoming within the thirty (30) days from application submittal, the preliminary plat must be forwarded on to the Council for action.
- 5. CITY COUNCIL APPROVAL.** The Council must review and approve or reject the preliminary plat within 30 days after the first regular Council meeting following the Commission's action. The Council will take into consideration the comments and recommendations of Staff, the Commission, and the public. If the decision is for approval, the Council may include such conditions in its resolution of approval as it deems necessary to accomplish the stated purposes of this section. A simple majority vote is sufficient to approve the request. The approval of the preliminary plat by the Council does not constitute approval of the subdivision, but is merely an authorization to proceed with the preparation of the final plat.

#### **D. TIME LIMIT ON PRELIMINARY PLAT APPROVAL.**

**Approval of the preliminary plat shall be effective for a period of twelve (12) months unless, upon request of the applicant, the Council grants an extension or unless a Final Plat is filed for all or part of the area included in the preliminary plat.**

**E. TIME REQUIRED TO PROCESS A PRELIMINARY PLAT**

**Preliminary plats usually take approximately 45 days to process if everything is in order when initially filed.**

**F. MEETING DATES.**

**The Applicant will be informed of the initial meeting date at the time of the filing of the application. It will be the applicant's responsibility to keep up with future meeting dates after the initial meeting. Do not hesitate to call the City Hall at 563-285-4841 if you have a question regarding an application or a meeting date. A list of Commission meeting dates may also be found in Appendix B.**

## **FINAL PLAT**

### **A. PURPOSE.**

**The intent of the final plat is to approve the specifics of a subdivision based on the design concept of an approved preliminary plat. The proposed final plat may include all or part of the approved preliminary plat. The proposed final plat must be based on and be in accord with the approved preliminary plat.**

### **B. APPLICABILITY.**

**A final plat is required whenever the owner of any tract of land within the City or outside of the City, but within 2 miles of the city limits, desires to subdivide the land into two or more parts. Approval of a preliminary plat is required prior to final plat approval. However, a preliminary plat may not be required when an entire parcel is being subdivided into three or fewer lots if it is waived by the Commission.**

### **C. PROCEDURE.**

**1. FILING AN APPLICATION. Any subdivider desiring final approval of a plat of a subdivision needs to submit a written application, legal documents, plat drawings and construction drawings for any planned improvements. Application forms may be picked up at and should be returned to the Eldridge City Hall at 305 N. 3<sup>rd</sup> St. The legal documents should consist of the following: an attorney's certificate, a certificate of owner, a tax certificate, a lien certificate, an surveyor's certificate, an acceptance certificate, assessment waivers and any restrictive covenants. A \$100.00 processing fee must accompany the application.**

**2. STAFF REVIEW. After the plat is filed, the City staff will review and prepare a recommendation to the Commission for approval, approval with conditions or rejection. The plat will be reviewed on the basis of conformity with the preliminary plat if one was required. If substantial problems**

**exist with the plat, the Staff will contact the subdivider to resolve the problems before sending the plat to the Commission.**

- 3. PLANNING AND ZONING COMMISSION.** If the plat is acceptable, the Planning and Zoning Commission will review the final plat and the staff comments and received comments from the public. The Commission may approve, approve with conditions, or reject the final plat. If no action is forth coming within 30 days, the final plat must be forwarded on to the City Council for action.
- 4. COUNCIL APPROVAL.** Following review and recommendation by the Commission, the plat will be put on the Council agenda. Prior to action on the plat, the construction plans for any improvements must be approved by the City Engineer. The legal documents must also be approved by the City Attorney. Once these two items are acceptable, the City Council will consider the plat. The Council may either approve the plat or reject it.
- 5. RECORDING THE PLAT.** The plat and all required legal documents must be recorded at the Scott County Court House within 4 months after the date the Council approved the plat. It is the applicant's responsibility to have this happen. If the plat is not recorded within the required time, it must be reapproved by the City Council. Prior to the plat being released by the City for recording, a set of signed documents and 5 full sized copies and one 11 x 17 copy of the signed plat must be provided to the City. Once these items have been received, the resolution approving the plat will be provided to the applicant. Any development fees required to be paid for the area included in the plat must also be provided prior to the release of the resolution.

**D. TIME REQUIRED TO PROCESS THE PLAT.**

**Typically, the final platting process takes approximately 45 days to complete. If the initial submittal does not contain all**

**the required materials or if there are changes required during the review process, additional time to complete the review may be required.**

**E. MEETING DATES**

**The applicant will be informed of the initial meeting date when filing the application. It is the applicant's responsibility to determine any future meeting dates. Do not hesitate to contact the Eldridge City Hall at 563-285-4841 if you have any questions regarding the application or meeting dates.**

## **IV. USE ON REVIEW**

### **A. PURPOSE.**

**A *Use on Review* is a use which can only be established in various zoning districts by specific authorization of the Board of Adjustment. A *Use on Review* may be approved if the characteristics of the particular location are appropriate for the use requested. Possible uses in this category might include a child care center in a residential neighborhood or a car wash in a small neighborhood commercial area. A list of possible uses within the *Use on Review* category are found in each zoning district. Unlisted uses may be applied for when the applicant feels that the use is similar to permitted uses in the zoning district and compatible with surrounding uses but which may not have been specifically listed due to oversight or development since the code was written.**

### **B. PROCEDURE.**

- 1. FILING AN APPLICATION.** Any property owner or developer desiring a use on review permit must file a written application. Application forms may be picked up and returned to Eldridge City Hall at 305 N. 3<sup>rd</sup> Street. The application, supporting material and filing fee must be returned to the City Hall by the deadline set forth in Appendix B. This deadline is usually the last Friday of the month. The non-refundable filing fee for a Use on Review application is \$150.00.
  
- 2. STAFF REVIEW.** After the application has been filed, the Staff will review the application and visit the site. A report to the Board of Adjustment outlining the facts and issues involved and possibly making a recommendation will then be prepared. Staff will then prepare and have published a public hearing notice which sets a time for a public hearing at the Board of Adjustment meeting. The public hearing notice will appear in the North Scott Press at least 7 days prior to the meeting date. Additionally, courtesy notices will be sent out to all property owners of property located

**within 200 feet of the property involved in the request. The official notice is the public hearing notice. Courtesy notices are informative notices sent out to better inform the neighbors of the pending action.**

**3. BOARD OF ADJUSTMENT MEETING. At the next monthly meeting of the Board of Adjustment, a public hearing is held on each use on review request that has been filed. At the public hearing, the city staff will make a presentation indicating what is involved in the request and possibly make a recommendation to the Board. The Board will then hear comments from the petitioner, any supporters of the request and finally from any opponents. The public hearing is the only opportunity for citizens to provide input. After all parties have had an opportunity to speak, the Board will close the public hearing. The Board will then hear no further arguments regarding the case except in answer to any question they may have. Following discussion among the Board members, a final decision will ultimately be made. The decision may be for approval of the request, approval subject to conditions or denial. Applicants will receive a copy of the final decision and order once the Board has made their decision.**

**4. APPEAL. Because the Board is a quasi-judicial body, there is no further appeal to any group within the city government. Any appeal must be made to the District Court of the State of Iowa within 30 days after the decision is made.**

**C. REPRESENTATION.**

**It is suggested that someone knowledgeable with the project represent the applicant at the Board meeting in order to answer any questions the Board may have. The representative need not be an attorney unless the applicant so desires.**



#### **D. REQUIRED INFORMATION**

**In addition to the application and the processing fee, the applicant must submit a legal description of the property and eight (8) copies of a site plan at a scale of 1" = 20' on an 11" x 17" sheet of paper or smaller. If the internal design of a building is part of the application, all applicable floor plans must also be submitted.**

## **V. VARIANCE**

### **A. PURPOSE.**

**A *Variance* is a reduction or exception to the specific requirements of the zoning ordinance such as a front yard setback or height limitation. Exceptions cannot be granted simply as a convenience to the applicant. Rather, the applicant must show that there is a specific characteristic of his/her property which makes the imposition of the standard city rule unfair to the property owner and can be called a “hardship”. Additionally, a variance cannot be granted if it would impose a greater hardship upon a neighbor or the public than it would alleviate for the applicant.**

### **B. PROCEDURE.**

- 1. FILING AN APPLICATION.** Any property owner or developer desiring a variance must submit a written application and drawings. Application forms may be picked up and returned to Eldridge City Hall at 305 N. 3<sup>rd</sup> Street. The application, supporting material and filing fee must be returned to the City Hall by the deadline set forth in Appendix B. This deadline is usually the last Friday of the month. The non-refundable filing fee for a variance application is \$50.00 for a single family structure and \$200 for all other requests.
- 2. STAFF REVIEW.** After the application has been filed, the Staff will review the application and visit the site. A report to the Board of Adjustment outlining the facts and issues involved and possibly making a recommendation will then be prepared. Staff will then prepare and have published a public hearing notice which sets a time for a public hearing at the Board of Adjustment meeting. The public hearing notice will appear in the North Scott Press at least 7 days prior to the meeting date. Additionally courtesy notices will be sent out to all property owners of property located within 200 feet of the property involved in the request. The official notice is the public hearing notice. Courtesy notices

**are informative notices sent out to better inform the neighbors of the pending action.**

**3. BOARD OF ADJUSTMENT MEETING.** At the next monthly meeting of the Board of Adjustment, a public hearing is held on each variance request that has been filed. At the public hearing, the city staff will make a presentation indicating what is involved in the request and possibly make a recommendation to the Board. The Board will then hear comments from the petitioner, any supporters of the request and finally from any opponents. The public hearing is the only opportunity for citizens to provide input. After all parties have had an opportunity to speak, the Board will close the public hearing. The Board will then hear no further arguments regarding the case except in answer to any question they may have. Following discussion among the Board members, a final decision will ultimately be made. The decision may be for approval of the request, approval subject to conditions, or denial. Applicants will receive a copy of the final decision and order once the Board has made their decision.

**4. APPEAL.** Because the Board is a quasi-judicial body, there is no further appeal to any group within the city government. Any appeal must be made to the District Court of the State of Iowa within 30 days after the decision is made.

**C. REPRESENTATION.**

**It is suggested that someone knowledgeable with the project represent the applicant at the Board meeting in order to answer any questions the Board may have. The representative need not be an attorney unless the applicant so desires.**

**D. REQUIRED INFORMATION**

**In addition to the application and the processing fee, the applicant must submit a legal description of the property and eight (8) copies of a site plan at a scale of 1" = 20' on an 11" x**

**17" sheet of paper or smaller. If the internal design of a building is part of the application, all applicable floor plans must also be submitted.**

## **VI. SITE PLAN REVIEW**

### **A. PURPOSE.**

**The purpose of the site plan review is to assure that new developments meet established minimum standards for the design of such developments, to protect existing developments, to insure adequate provision of public/private utilities (i.e. sewer, water, and roads), and to promote the health, safety, and general welfare of the public.**

### **B. APPLICABILITY.**

**A site plan review is required whenever a person, firm, corporation, or other group wishes to develop a previously undeveloped tract of land for other than single family or duplex residential uses. If the proposed use is a principle permitted use within the current zoning district, the Site Plan Review Committee will review the site plan. The Committee is made up of the Assistant City Administrator, City Engineer, Street Superintendent, Building Inspector and representatives from City Utilities. If the proposed site plan is for a use needing a Use on Review approval by the Board of Adjustment, the Board's approval must be obtained first.**

### **C. PROCEDURE**

**1. APPLICATION. An application form may be picked up at and returned to the Eldridge City Hall at 305 N. 3<sup>rd</sup> Street. The form can also be faxed to the applicant or e-mailed. The application, supporting material and filing fee must be returned to City Hall. The filing deadline is usually the last Friday of each week. The non-refundable filing fee for a site plan review is \$50.00. A complete application will include the application, filing fee, 6 full size site plans at a 1" = 20' scale, 1 – 11" x 17" copy and storm water detention design and calculations.**

**2. REVIEW. After the application has been filed, the Community Development Director will schedule a review by the committee as soon as possible. The review is required**

**to be scheduled no later than 10 working days after the filing deadline. Once the review has been completed by the committee, a letter will be sent out to the applicant either approving the site plan with conditions as noted or requesting revisions and/or additional information. When the site plan has been approved, a copy of the plan stamped approved will be sent to the applicant.**

- 3. APPEAL. If the applicant disagrees with any of the comments or conditions stated in the approval letter, an appeal must be made to the City Council prior to a building permit being issued.**

## **VII. STORMWATER POLLUTION PREVENTION**

### **A. PURPOSE**

**The City of Eldridge operates under a Municipal Separate Storm Sewer System (MS4) Permit. We are required to oversee construction site erosion and sediment control (COSESCO) for any development exceeding one (1) acre in size.**

### **B. APPLICABILITY**

**Any development (residential, commercial, industrial or institutional), that exceeds one (1) acre in size must conform to the City's regulations.**

### **C. PROCEDURE**

- 1. APPLICATION. In conjunction with the Construction Plans, you must submit**
  - a. An application fee in the amount of \$50;**
  - b. All plans, specifications and supporting materials previous submitted to the Iowa Department of Natural Resources in support of your application for the State NPDES General Permit #2;**
  - c. All authorizations received pursuant to your State NPDES General Permit #2;**
  - d. A stormwater pollution prevention plan (SWPPP) prepared for the site in question.**
  - e. A performance bond in an amount sufficient to stabilize the site if the developer were to abandon the project before finishing. The amount must be agreed upon by both developer and City.**
- 2. REVIEW. The City shall review and approve the application in a timely fashion and shall issue a COSESCO permit.**
- 3. SITE VISITS. Quarterly site visits and site visits following any violation that is reported to the City shall be conducted by the City staff in accordance with IDNR regulations. During these visits all erosion and sediment control measures shall be reviewed and any violations**

**noted. All violations must be corrected or penalties and fees may apply. These City site visits are in addition to the 7 day reviews you must make as part of the General Permit #2. Each site visit will be charged to the developer at a cost of fifty (\$50) dollars per visit.**



**VIII. RESPONSIBILITES AND OWNERSHIP OF UTILITIES AND IMPROVEMENTS**

- A. Water and sewer services, including the laterals, stop boxes and connections to the mains are owned by the property owner. Leaks, obstructions and all other failures are the sole responsibility of the property owner/contractor/permit holder. Just as the Building Permit holder is ultimately responsible for a broken stop box, debris in the sewer service including the lateral or a failure at any connection including the connection to the main are the responsibility of the Building Permit holder.**
- B. Sidewalks adjacent to the property are the responsibility of the property owner.**

**APPENDIX A**  
**PERSONS AND PLACES**

**PERSONS**

**City Administration (563)-285-4841**

**City Hall**

**Nevada Lemke, City Administrator**  
**Jeff Martens, Assistant City Administrator**  
**Brian Wessel, Public Works Director**  
**Tony Rupe, Treatment Plant Operator**

**City Engineer (309)-738-5879**

**Shive-Hattery**

**Greg Schaapveld, P.E.**

**Eldridge Electric and Water Utility (563)-285-4841**

**Utility Bldg.**

**Jake Rowe, Line Superintendent**

**PLACES**

**City Hall and Council Chambers**

**305 N. 3<sup>rd</sup> St.**  
**Eldridge, IA 52748**  
**Ph. (563) 285-4841**  
**Fax (563) 285-7376**  
**e-mail: [info@cityofeldridgeia.org](mailto:info@cityofeldridgeia.org)**  
**Web Site: [www.cityofeldridgeia.org](http://www.cityofeldridgeia.org)**

**Street, Sewer and Utility Bldg.**

**105 E. LeClaire Rd.**  
**Eldridge, IA 52748**  
**Ph. (563) 285-4841**

**Shive-Hattery, INC**

**2144 56th Avenue West**  
**Bettendorf, IA 52722**  
**Ph. (563) 635-7300**

**APPENDIX B:**  
**TIMES FOR MEETINGS**

**City Council Meetings – 1<sup>st</sup> and 3<sup>rd</sup> Monday of the Month at 7 pm**

**Planning & Zoning Commission Meetings – Tentatively 3<sup>rd</sup>  
Thursday of the Month at 6:00 pm**

**Utility Board Meetings – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the Month at 5 pm**

**Board of Adjustment Meetings – As needed**

**Site Plan Review Meetings – As needed**