



## **Board of Adjustment AGENDA**

Council Chambers, Fort Dodge Municipal Building  
819 1st Avenue South, Fort Dodge, Iowa  
**May 5, 2026, 4:30 PM**

- I. Call to Order
- II. Roll Call
- III. Approval of Previous Meeting Minutes
  - a. December 2, 2025 Minutes
- IV. New Business
  - a. **Case #1190** – 200 Ave O: Request for special exception to allow for expansion of a church and installation of signage supporting functions of a church in the Residential Single-Family (6RS) district (17.07.04.D.3)
  - b. **Case #1191** – 819 N 25th St: Request for special exception to allow for installation of signage supporting functions of a school in the Residential Single-Family (6RS) district (17.07.04.D.3)
  - c. **Approval of 2025 Annual Report**

At its first meeting each year, the Board reviews and considers approval of the previous year's annual report, as required by law. The annual report details cases heard by the Board and its action(s) on those cases, as well as Board membership, any associated changes, and member meeting attendance throughout the previous year.

Appropriate action on this item would be to consider a vote to approve the attached 2025 annual report.

- d. **Election of 2026 Officers**

At its first meeting each year, the Board elects a Chair and Vice Chair to serve in these roles for the calendar year. The Board is free to nominate any Board member to serve in these respective roles. The Chair and Vice Chair nominees are then elected by majority votes, per Article III, Section I of the Board of Adjustment Procedural Rules. JP Mansfield served as Chair and Troy Anderson served as Vice Chair of the Board of Adjustment in 2025.

Appropriate action on this item would be to nominate and subsequently vote on the Board's Chair and Vice Chair to serve in these roles through the current calendar year.

V. Other

- a. 2026 Board of Adjustment Submission and Meeting Schedule. For reference only, not for vote.

VI. Comments and questions from the public.

VII. Adjournment

**MINUTES OF THE MEETING OF THE  
FORT DODGE BOARD OF ADJUSTMENT  
CITY COUNCIL CHAMBERS  
TUESDAY, DECEMBER 2, 2025**

**Call to Order**

**Roll Call**

**Present:** Troy Anderson, Nick Cochrane, JP Mansfield, Megan Moore, Michelle Tjaden

**Absent:** None

**Staff Present:** Brooke Flattery, Thomas Leichter, Paige Wheeler

**Approval of Previous Meeting Minutes**

November 4, 2025 Minutes

*Moore motioned to approve the November 4, 2025 minutes. Cochrane seconded. All ayes, motion carried.*

**New Business**

Case #1189 – Vacant lots adjacent to 3rd Ave NW between 5th and 9th St NW: Variance request to allow for encroachment into front yard setback in the Residential Multi-Family (2RM) district (17.07.05.E)

Thomas briefed the Board on the contents of the staff report attached to the meeting agenda. Case 1189 is a variance request from Hoppe Development of Omaha, NE to allow a proposed multi-family residential development to encroach up to 10 feet into the required 20-foot front yard setback. The proposed development is to contain 64 units across 8 buildings contained on 4 separate parcels located along the south side of 3rd Ave NW between 5th and 9th St NW. The applicant requests these 8 buildings be allowed to encroach up to 10 feet into the northern 20-foot front yard setback along 3rd Ave NW. Note that the east and west setbacks along the side streets are not included in this request.

Thomas discussed the new variance criteria enacted by the State via HF 652, which applies to all variance requests concerning numerical or dimensional limitations. Given that HF 652 includes minimum setbacks as a "numerical or dimensional limitation," these new criteria apply to this request. In addition to a new "practical difficulties" test for such requests, numerical variances must be found to meet the following two criteria before they may be granted:

1. The practical difficulties faced are unique to the property at issue and not self-created, and
2. Granting the variance will not significantly alter the essential character of the surrounding neighborhood.

Upon review by Staff, the applicant's request appears to meet the above-stated criteria. Further, upon initial review by the City Engineer, no corner visibility concerns were raised

should the Board grant the requested 10-foot setback encroachment. Additionally, this project proposal remains subject to a formal site plan review.

Thomas noted that Staff had received no public input prior to the Board meeting.

Subject to public comment, Staff recommended approval of the variance request to allow for the construction of a multi-family residential development encroaching up to 10 feet into the northern 20-foot required front yard setback on the vacant lots situated adjacent to the south of 3rd Ave NW between 5th and 9th St NW.

Mansfield asked for any public comment.

William Porter, 210 6th St NW, approached the podium. He voiced objections to the proposed development overall and its intended use as low income housing. Cochrane clarified the only matter before the Board at this meeting is the requested 10-foot encroachment into the front yard setback, not the overall development itself.

Porter asked whether the development will have any screening between it and his property to the south. Thomas noted the preliminary site plan calls for 6-foot privacy fence along the entire southern property line as required by the Site Plan Ordinance.

Porter asked about access to an existing stormwater intake near his property. Brooke noted that Staff can inquire with the City Engineering Dept about stormwater questions.

The owner of 203 6th St NW approached the podium. She shared concerns about maintaining access down 6th St NW during construction projects since it is a dead-end street, both with past projects and in the future. Anderson noted the only matter before the Board at this meeting is the requested setback encroachment variance. City departments, such as Engineering, are points of contact for technical questions or considerations.

General displeasure was voiced amongst public attendees regarding the location of the proposed development within the neighborhood.

Sandra Porter, 210 6th St NW, approached the podium and inquired about corner visibility at 5th St NW and 3rd Ave NW when approaching the intersection from the south. She shared her past experience of vehicles traveling eastbound at excessive speeds when cresting the hill, making turning onto 3rd Ave NW difficult. She noted concern about placing one or more buildings on the vacant lot adjacent to the intersection reducing visibility. Thomas noted that the City previously acquired a relatively substantial amount of additional right-of-way along the north and east sides of this lot. This new ROW in conjunction with the difficult terrain along the east side of the lot would ensure no buildings are placed so close to the street here. He further noted that City Engineering always evaluates corner visibility with site plan reviews, and had previously evaluated visibility when this variance request was submitted and noted no

concerns after calculating the sight triangles for each intersection. Porter clarified her concern about the existing grade/terrain near the intersection affecting visibility. Thomas indicated Staff can inquire with the Engineering Dept about the existing terrain.

Evan Clark, Project Development Manager at Hoppe Development, was recognized via Teams. He noted that the proposed development is intended to have onsite management which would promptly handle day-to-day maintenance including outdoor upkeep and cleanup. He also noted that the privacy fencing along the south side of the site was added following public input at the rezoning meeting held by the Plan and Zoning Commission in 2024.

Mansfield asked for any additional public comment. None presented.

*Moore motioned to approve the variance request as recommended by Staff. Cochrane seconded. All ayes, motion carried.*

**Other**

2026 Board of Adjustment Schedule  
No vote or discussion, for reference only.

**Comments and questions from the public.**

None.

**Adjournment**

*Cochrane motioned to adjourn. Tjaden seconded. All ayes, meeting adjourned at 5:13pm.*

**April 28, 2026**

**From:** Thomas Leichliter  
**To:** Board of Adjustment  
**Subject:** Case #1190 – 200 Ave O: Request for special exception to allow for expansion of a church and installation of signage supporting functions of a church in the Residential Single-Family (6RS) district (17.07.04.D.3)



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**ACTION:** For Board of Adjustment vote on May 5, 2026.

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**REQUEST:**

Request for special exception to allow for expansion of a church and installation of signage supporting functions of a church in the Residential Single-Family (6RS) district (17.07.04.D.3).

**APPLICANT:**

Jensen Builders on behalf of Prairie Lakes Church

**LOCATION:**

200 Avenue O

**EXISTING ZONING:**

Residential Single-Family (6RS)

**LAND USE PLAN:**

Public/Semi-Public

**Brief History**

Jensen Builders has submitted a special exception request on behalf of Prairie Lakes Church to allow for construction of an addition to their existing structure, and to allow for installation of additional signage supporting the functions of the church. For added details regarding the addition, see the attached site plan and sheets from the building plan set. The proposed 3,469 square foot addition is to be constructed on the south side of the existing 14,666 square foot building and is to contain a new entryway, restrooms, open gathering space, a reception area, and stairs leading to a mezzanine level within the existing structure. The overall height of the addition is planned to be 27 feet from grade, which satisfies the height requirements of the 6RS

district. New sidewalks are to span the lengths of the existing parking lots to the east and west of the building, both leading to the new building entrance. No new parking is being proposed with this project. Further, the applicant has submitted an engineered site plan to the City for review. The plan appears to meet applicable site plan requirements, though it may not be approved by Staff until a Special Exception is granted, should the Board so choose.

Churches are a permitted use in residential zoning districts with the issuance of a special exception. Church uses do not have their own zoning designation but are largely located in the residential districts through the granting of a special exception. As such, any expansion of a church requires approval of a new special exception.

Regarding signage, Prairie Lakes Church previously purchased two signs that were intended to be utilized as directional signage at its two parking lot entrances off Avenue O. These signs measure 6 square feet each, a rendering of which may be found attached to this report. At the time, Staff could not approve the signage administratively as the zoning ordinance does not allow directional signage for churches and public buildings/facilities in the 6RS district by right, only upon the granting of a special exception by the Board of Adjustment as shown by established precedent for such requests from churches in the City. As a result, the Church wished to incorporate new directional signage into this request.

The Zoning Ordinance defines "Directional Sign, On-Premises" as "a sign which is designed and erected on a lot solely to designate the location or direction of any area or place on that lot." Directional signs are typically smaller and seen near parking lot entrances denoting "enter" and "exit." Further, such signs are permitted by right in the Commercial and Industrial districts. It is important to note that in said Commercial districts (AC, SC, Downtown) and Industrial districts (LI, HI), that directional signs are restricted in size to no more than three (3) feet tall from grade and three (3) square feet with no more than two such signs allowed per entrance drive. As noted previously, the two signs already purchased by the applicant are 6 square feet each, exceeding the typical size allotment in the Commercial and Industrial districts.

### **Analysis of Issue**

Per Section 17.06.02.B, the Board of Adjustment must consider the request and make a finding that granting of the special exception will not adversely affect the public interest. In reviewing this request, the Board may consider the appropriateness of the request per the Ordinance, the existing character of the adjacent properties, and public comment received from the public hearing. Based on these considerations, the following is provided for the Board's review:

### **Building Addition**

#### **Land Use & Neighborhood Impact**

200 Avenue O is situated in a commercially oriented area north of said Avenue O, with a Farm Bureau office and Life Works west of the site, and Iowa Central properties north, east, and south of the site. Highway 169 is situated further west. While the Prairie Lakes Church property is within the Residential Single-Family (6RS) zoning district, no single-family residences exist in the vicinity of the church, however. The Iowa Central campus is encompassed by the 6RS district, which is extended to the applicant's property to

facilitate their uses as a publicly owned/operated facility and a church, respectively. Apart from Iowa Central's campus to the north and east, properties to the west and south of Prairie Lakes Church are situated within the Arterial Commercial (AC) zoning district. See the attached zoning map for further reference.

#### Traffic and Site Plan Items

Per the 6RS district regulations, churches in said district are required at least 1 parking stall per 5 seats in the main auditorium. The church presently has 97 parking stalls on site according to the attached site plan set, and no changes requiring additional parking are proposed with the building addition project. Further, new sidewalks adjacent to existing parking lots are proposed to better accommodate pedestrian traffic on site.

#### **Directional Signage**

Granting a special exception for new directional signage may not adversely affect the public interest given the site's commercially oriented surroundings. Further, the applicant's property sits on a portion of Avenue O with five other driveway entrances serving neighboring properties in its immediate vicinity, one of which is adjoined to the church's western entrance, which may further demonstrate a need for signage to effectively direct vehicle traffic to the appropriate entry points. As noted previously, however, at 6 square feet each, the signage already purchased by the applicant exceeds the allowable size limits for directional signage typically permitted anywhere in the City. For instance, the Farm Bureau office adjacent to the west is situated within the AC district. Should this business request directional sign permits from the City, their signs would be limited to no more than 3 square feet and 3 feet tall from grade. While new directional signage for the applicant's property may not be contrary to the public interest, the specific signs purchased by the applicant would exceed what is typically allowable elsewhere.

Additional items of note include:

- This site at 200 Avenue O has been used as a church since 1966. With this long-standing church use at this location, property owners of the area have moved into the neighborhood knowing that this site has been historically operating as a church use.
- The City's Future Land Use Map designates the church property for Public/Semi-Public Use in the future.
- At the time of compilation of this staff report, no public comment has been received.

#### **Staff Conclusions / Recommendations**

Subject to public comment, Staff recommends approval of the special exception request to allow for construction of a building addition at Prairie Lakes Church within the Residential Single-Family (6RS) district.

Further, should the Board consider allowing for additional signage to support the functions of a church in the 6RS district, Staff would recommend approval of directional signage not to exceed the size and quantity allotments of the Commercial and Industrial districts which include signs

not to exceed 3 feet in overall height, 3 square feet of copy space each, and 2 signs per entrance drive, with all signs subject to sign permitting by a licensed signage contractor

**Alternatives**

After review and discussion of the special exception request, the Board may take any of the following actions:

1. Approve the special exception request to allow for a expansion of a church and new signage to support functions of a church use in a single-family residential zone (6RS) at 200 Ave O.
2. Approve the special exception request to allow for expansion of a church and new signage to support functions of a church use in a single-family residential zone (6RS) at 200 Ave O, with conditions established by the Board.
3. Deny the request and thus not permit expansion of a church and installation of new signage at this location.
4. Table the request pending additional information or comment from the public.

**Approved By:**

Thomas Leichliter, Planner II

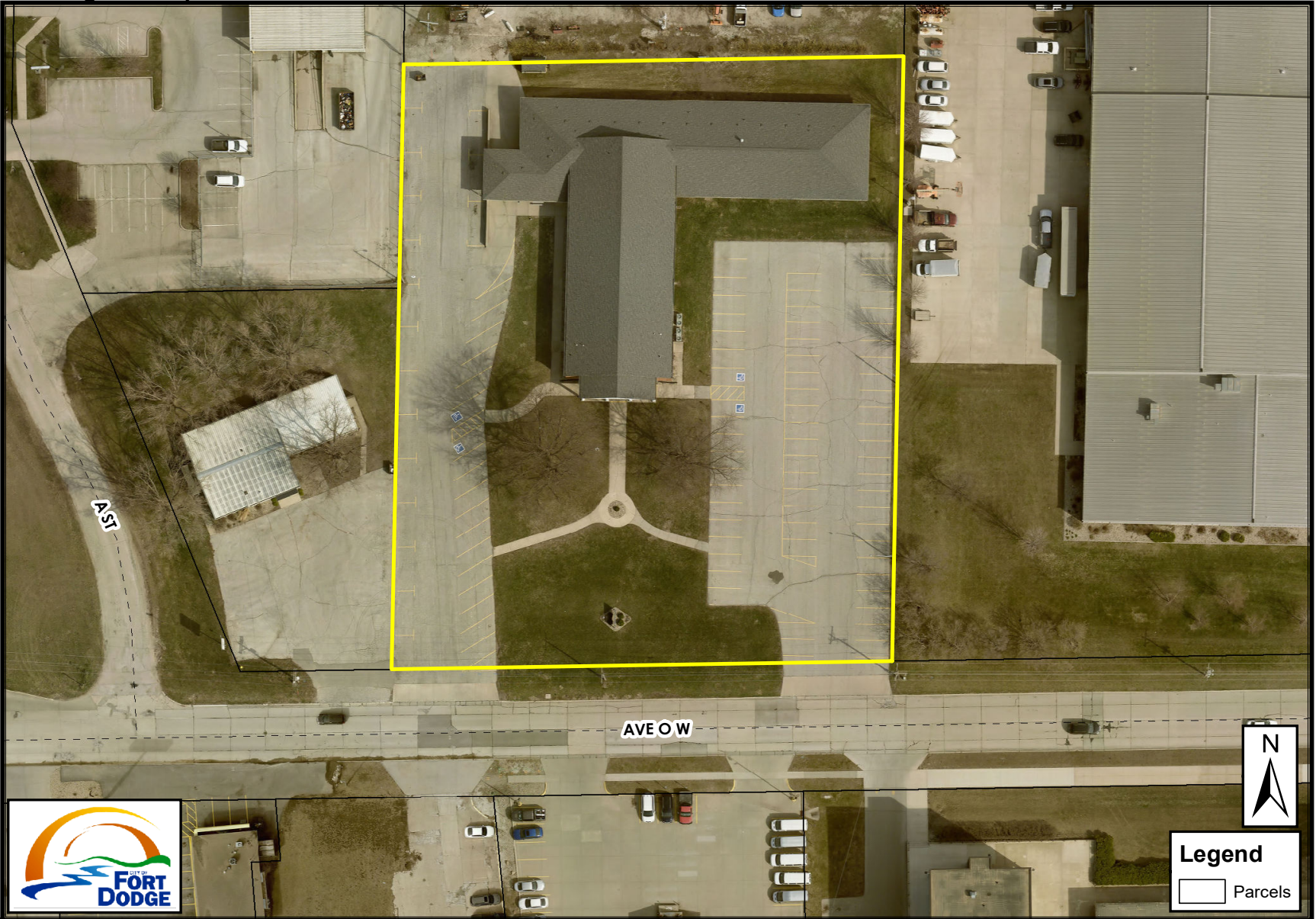
**Department:**

Development Services

**Status:**

Approved - 28 Apr 2026

# Existing Site Map - 200 Ave O

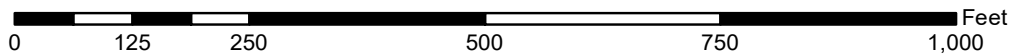
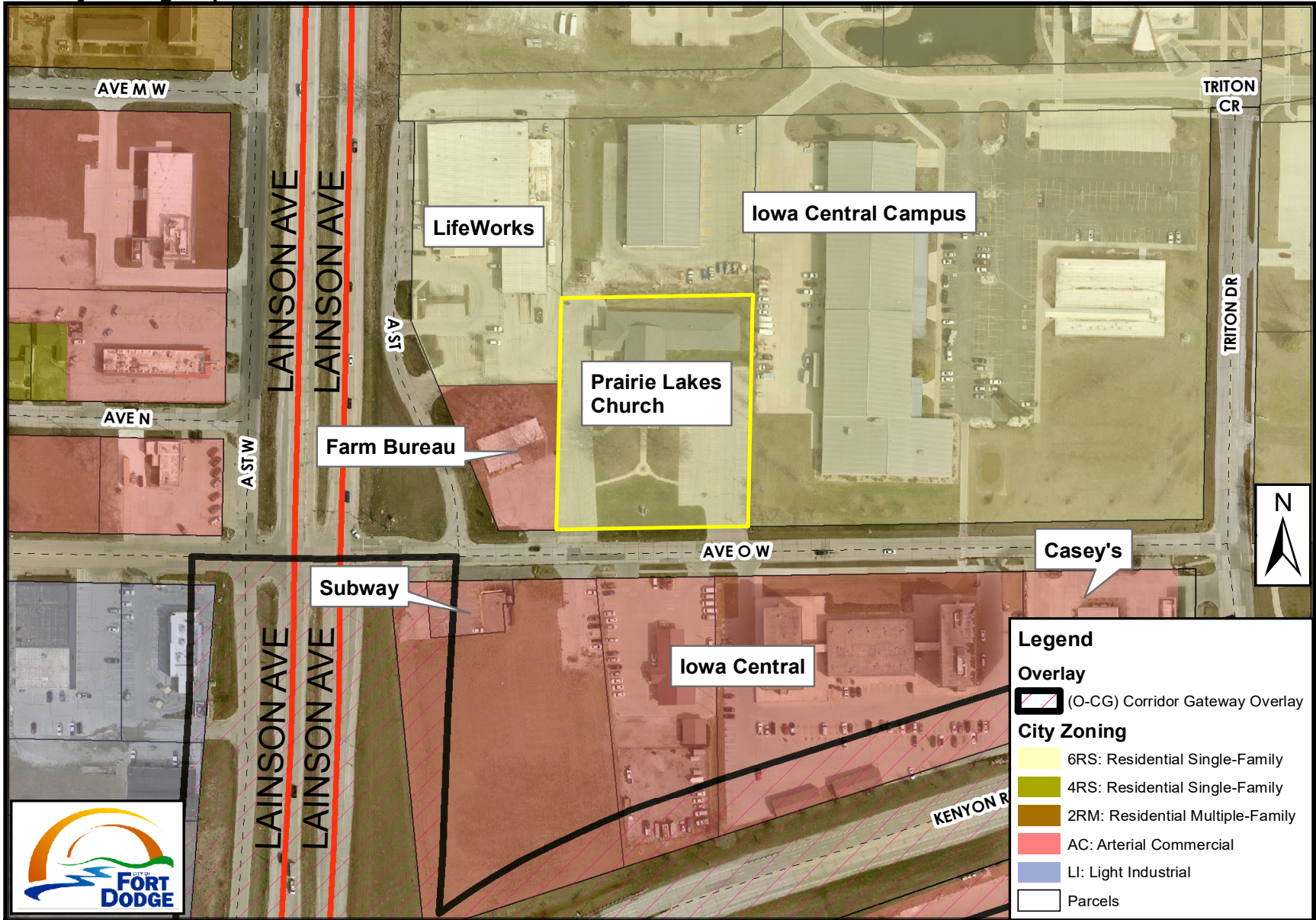


0 37.5 75 150 225 300 Feet

All locations are approximate | Map created 04/27/2026



# Vicinity Zoning Map - 200 Ave O



All locations are approximate | Map created 04/27/2026



Case 1190 Images



*Image 1: Prairie Lakes Church viewed from Ave O, looking north. Building addition to be positioned on front of building seen in image.*



*Image 2: Church's east parking lot viewed from Ave O, looking northwest.*



*Image 3: Church's west parking lot viewed from Ave O. Building addition to wrap around west side of building seen in image.*

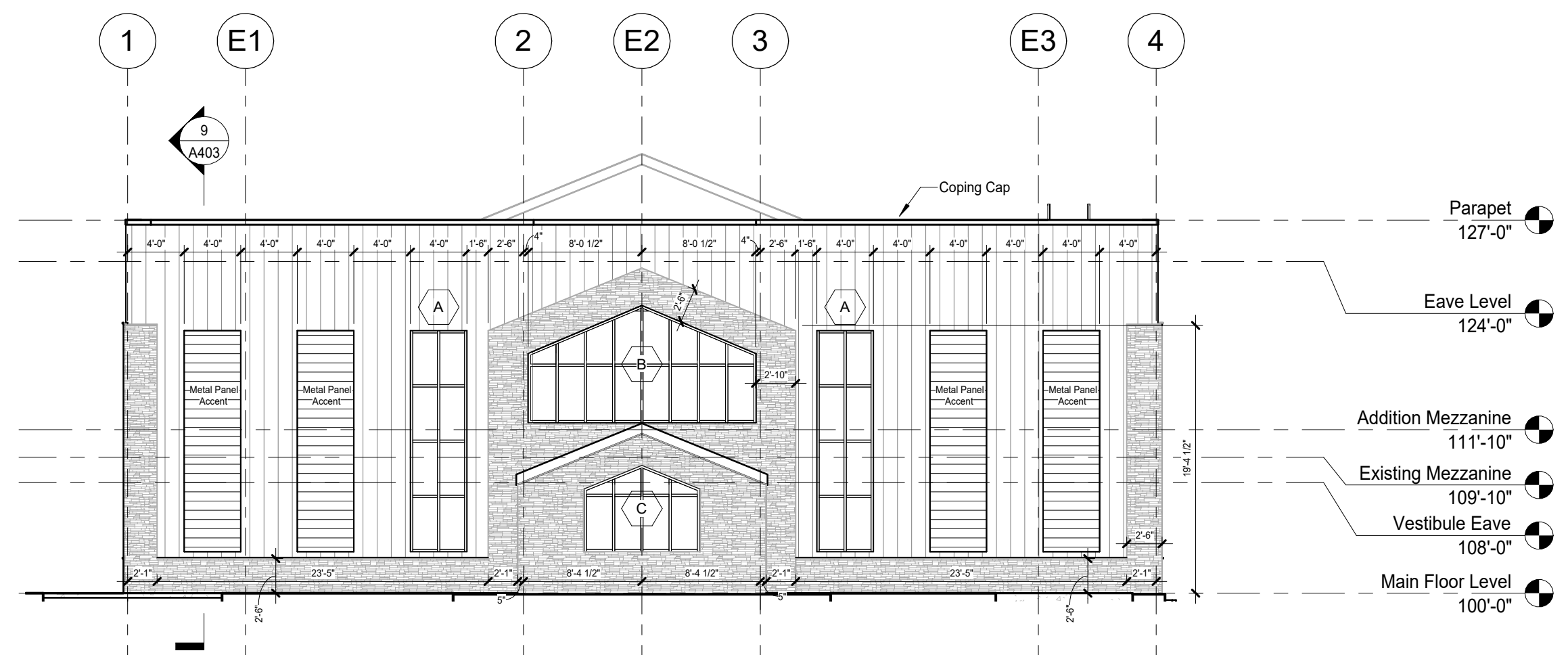


*Image 4: Ave O looking east with church on the left (north). Shared driveway entrance with Farm Bureau on left, other vicinity entrances on both sides of Ave O.*

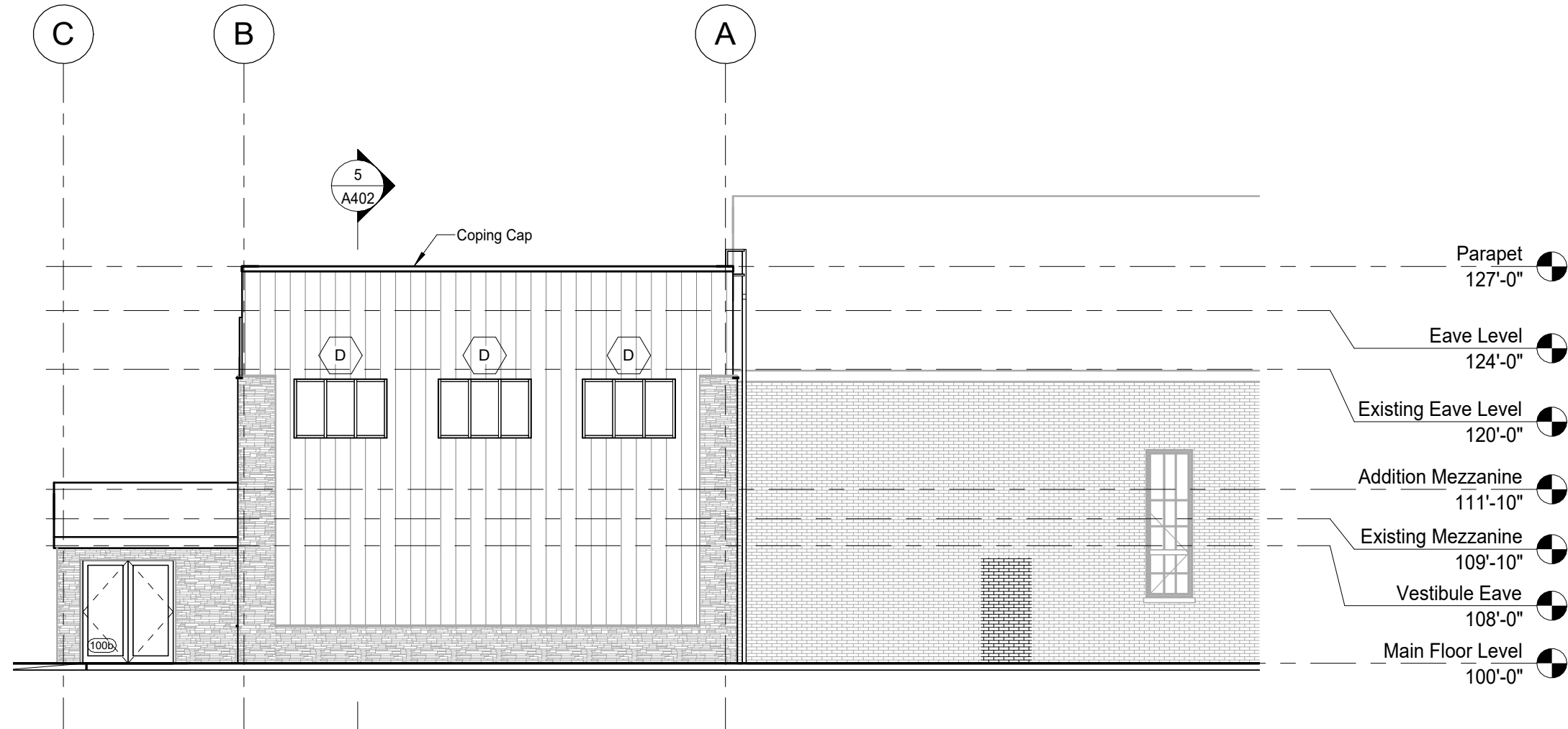


*Image 5: Ave O looking west with church on the right (north). East church parking lot on right, other vicinity entrances on both sides of Ave O.*

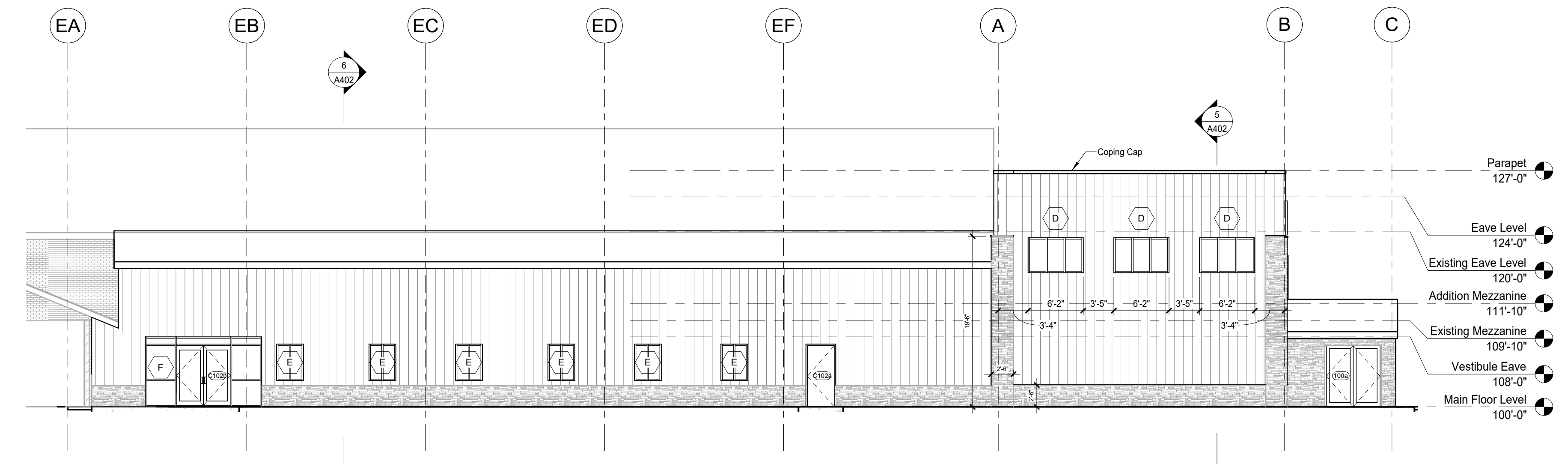
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1 South Elevation  
A201 1/8" = 1'-0"



2 East Elevation  
A201 1/8" = 1'-0"



3 West Elevation  
A201 1/8" = 1'-0"

**JENSEN**  
*Limited*  
**BUILDERS**  
 SINCE 1983

**JENSEN BUILDERS, LTD.**  
 Design-Build General Contractor

1175 South 32nd Street  
 Fort Dodge, IA 50501  
 Phone: (515) 573-3282  
 Fax: (515) 573-5146

2097 NE 60th Avenue  
 Des Moines, IA 50313  
 Phone: (515) 292-5000  
 Fax: (515) 292-5100

[www.jensenbuilders.com](http://www.jensenbuilders.com)

**Prairie Lakes Church**  
**200 Ave O**  
**Fort Dodge, IA 50501**

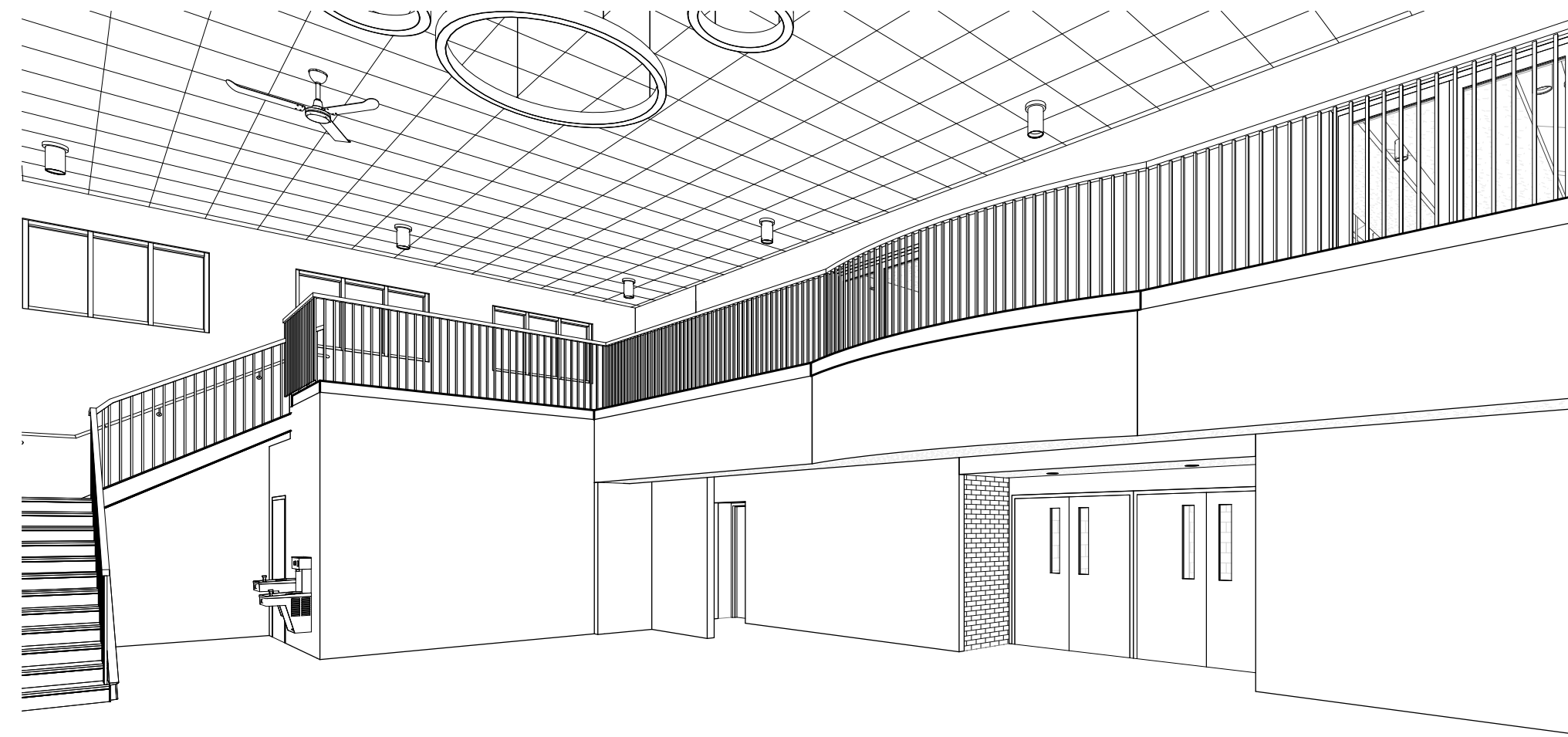
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|---|------------|-------------|
| 1 | 03-27-2026 | Permit Set  |
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PROJECT NO: 26\_001  
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 SHEET TITLE

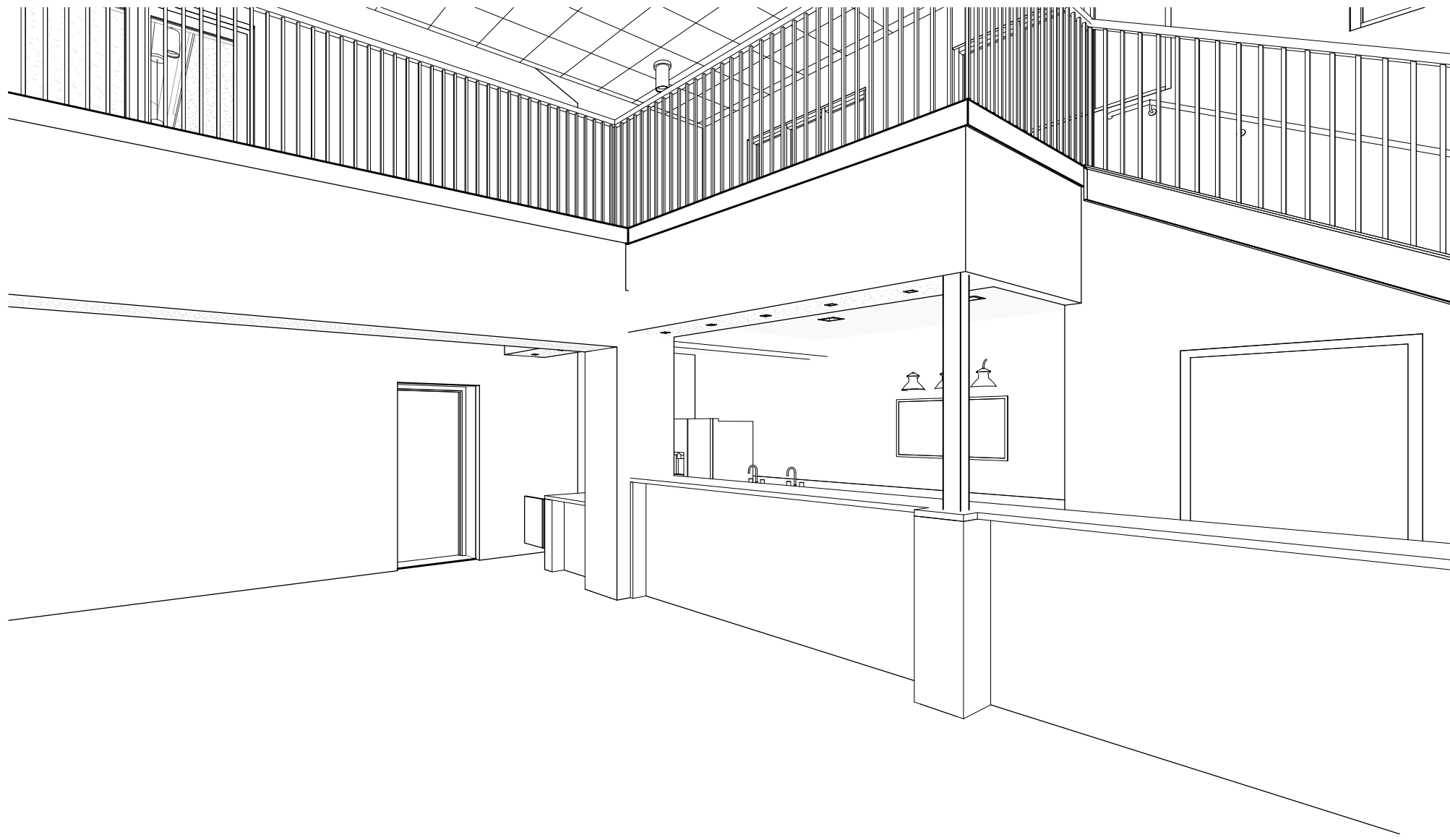
**Exterior Elevations**

**A201**

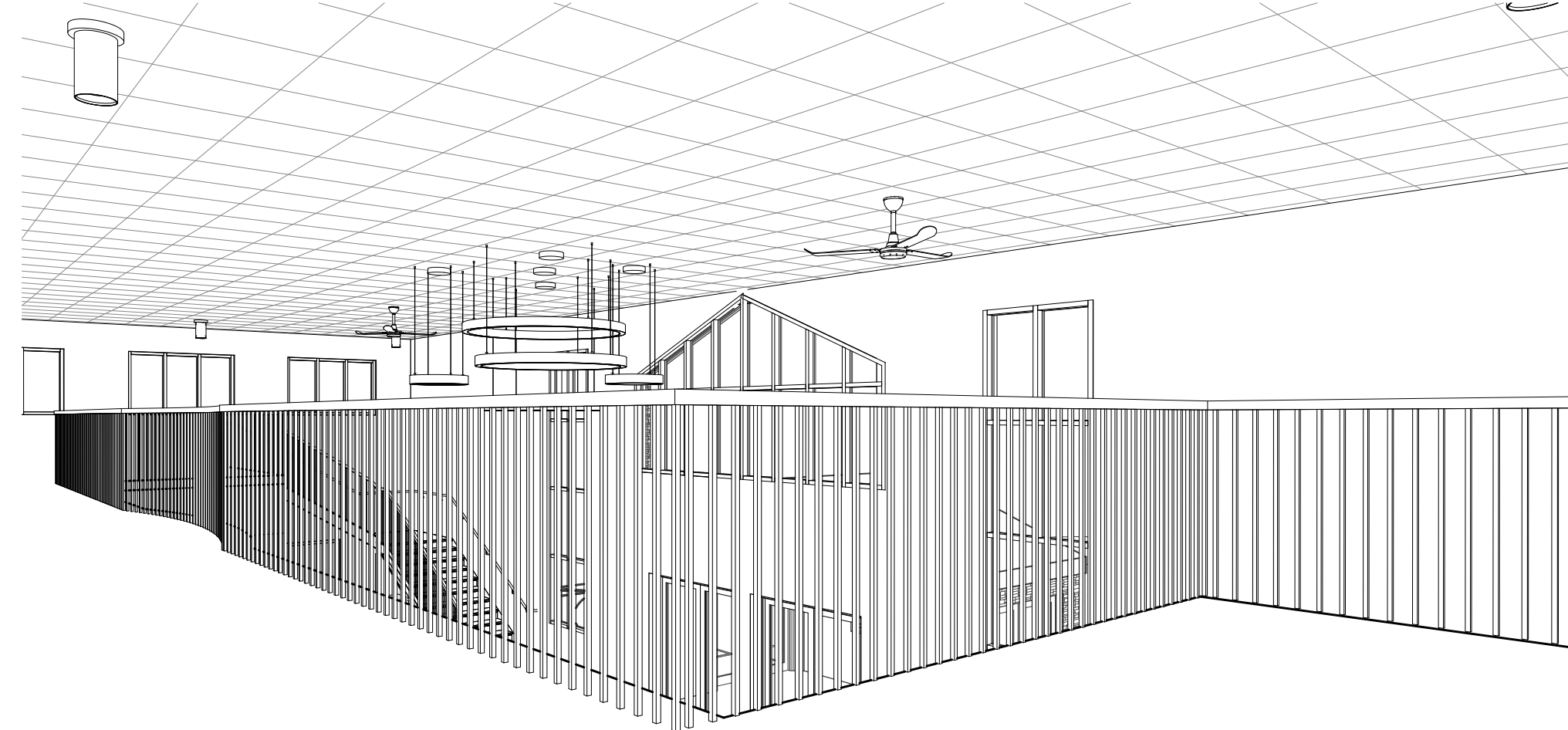
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1 Reception NW  
A900



2 Service Counter  
A900



3 Mezzanine SE  
A900



4 Sanctuary  
A900

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 Fax: (515) 292-5100  
 www.jensenbuilders.com

**Prairie Lakes Church**  
**200 Ave O**  
**Fort Dodge, IA 50501**

| # | DATE       | DESCRIPTION |
|---|------------|-------------|
| 1 | 03-27-2026 | Permit Set  |
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 SHEET TITLE

3D Views

A900

# 2026 SITE IMPROVEMENT PLANS FOR PRAIRIE LAKES CHURCH FORT DODGE, IOWA

**OWNER/DEVELOPER:** PRAIRIE LAKES CHURCH  
200 AVENUE O  
FORT DODGE, IOWA 50501

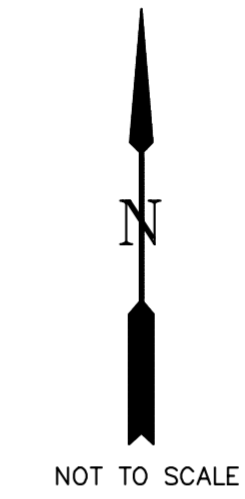
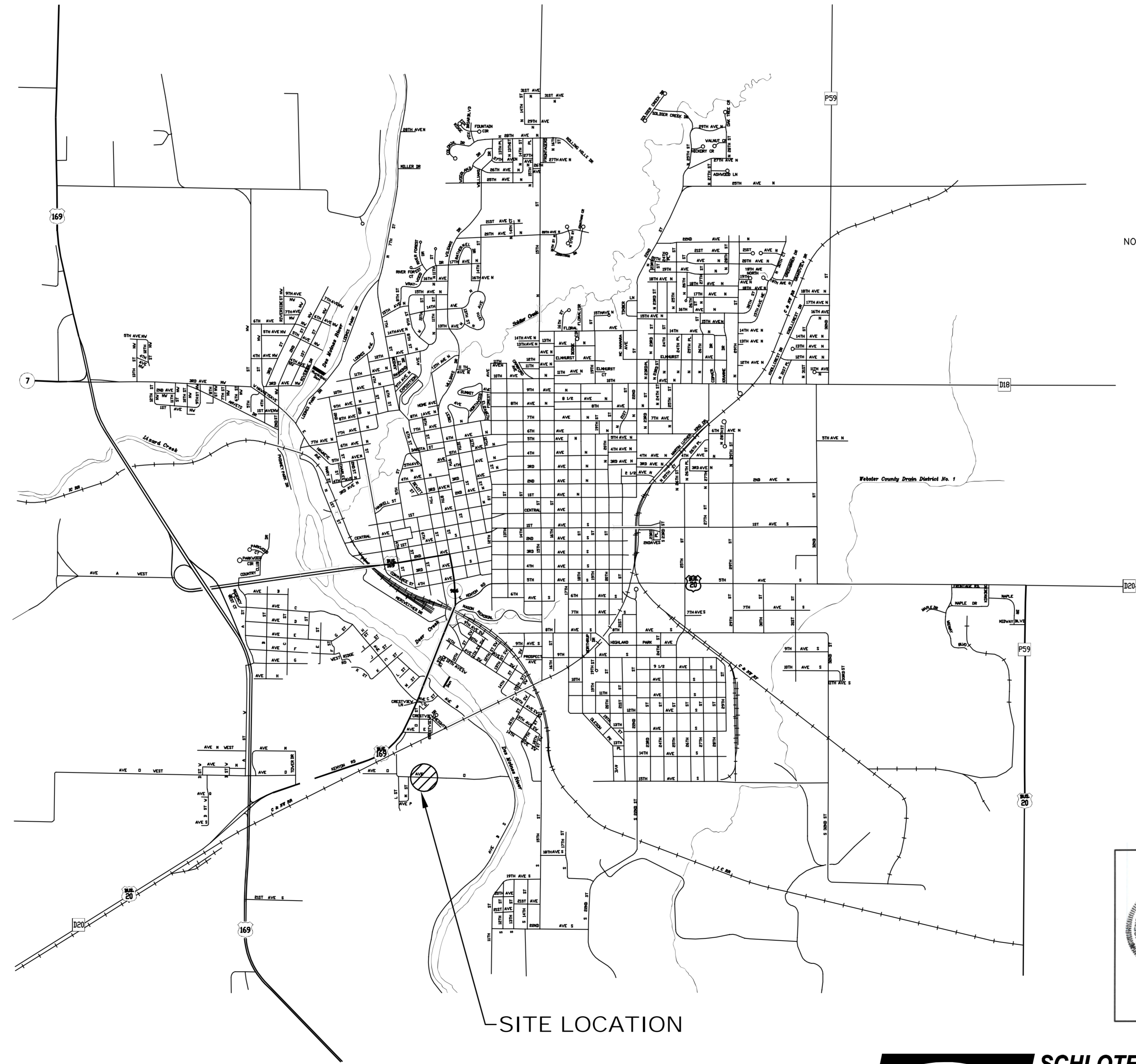
**PRESENT ZONING:** RESIDENTIAL SINGLE-FAMILY (GRS)  
20' FRONT & REAR YARD SETBACKS  
6' SIDE YARD SETBACKS

**PROPERTY ADDRESS:** 200 AVENUE O  
FORT DODGE, IOWA 50501

**LEGAL DESCRIPTION:** LOT 6, EXCEPT THE NORTH 257 FEET, OF THE COUNTY AUDITOR'S TAXATION PLAT OF THE SW1/4 OF SECTION 30, TOWNSHIP 89 NORTH, RANGE 28 WEST OF THE 5TH P.M., WITHIN THE CORPORATE LIMITS OF THE CITY OF FORT DODGE, IOWA, KNOWN AS COLLEGE PLAT FOR TAXATION PURPOSES.

**PREPARED BY:** SCHLOTFELDT ENGINEERING INC.  
1440 SECOND STREET  
WEBSTER CITY, IOWA 50595  
PHONE: 515-832-2471

**DATE PREPARED:** APRIL 9, 2026



**NOTES:**

1. A PERMIT IS REQUIRED FOR R.O.W. EXCAVATION. CONTRACTOR SHALL CONTACT THE ENGINEERING DEPARTMENT AT 515-576-3601.
2. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY ANY AFFECTED UTILITY COMPANY PRIOR TO STARTING OF ANY CONSTRUCTION. A MINIMUM OF 72 HOURS NOTICE SHALL BE GIVEN THE AFFECTED UTILITY COMPANIES THROUGH THE "ONE CALL" SERVICE AT 800-292-8989.
3. LANDSCAPE MATERIAL SHALL BE INSTALLED WITHIN 1 YEAR OF BUILDING COMPLETION.
4. TOPOGRAPHIC SURVEY FOR THIS PROJECT IS BASED ON A FIELD SURVEY PERFORMED BY JENSEN BUILDER IN SPRING 2026.
5. THIS AREA IS NOT LOCATED WITHIN THE 100 YEAR FLOOD PLAIN BOUNDARY.

| PERVIOUS AREA SUMMARY |                     |                     |
|-----------------------|---------------------|---------------------|
|                       | EXISTING CONDITIONS | PROPOSED CONDITIONS |
| PERVIOUS AREA         | 1.22 ACRES (63.9%)  | 1.33 ACRES (69.6%)  |
| IMPERVIOUS AREA       | 0.69 ACRES (36.1%)  | 0.58 ACRES (30.4%)  |


\*PROJECT LIMITS = 1.91 ACRES

| GREEN SPACE REQUIREMENTS                    |             |
|---|-------------|
| DEVELOPMENT LOT SIZE                        | = 1.91 AC   |
| EXISTING BUILDING AREA (FOOTPRINT)          | = 13,426 SF |
| PROPOSED BUILDING AREA (FOOTPRINT)          | = 16,885 SF |
| PROPOSED ADDITIONAL PAVED AREA              | = 1,307 SF  |
| REQUIRED PERCENTAGE OF GENERAL GREEN SPACE  | = 10%       |
| REQUIRED PERCENTAGE OF INTERIOR GREEN SPACE | = N/A       |
| GENERAL GREEN SPACE AREA REQUIRED           | = 5,314 SF  |
| GENERAL GREEN SPACE AREA PROVIDED           | = 25,265 SF |
| INTERIOR GREEN SPACE AREA REQUIRED          | = N/A       |

| PARKING STALL REQUIREMENTS                  |             |
|---|-------------|
| TOTAL BUILDING AREA = 16,885 SF             |             |
| REQUIRED STANDARD PARKING STALLS (1/300 SF) | = 56 STALLS |
| PROPOSED STANDARD PARKING STALLS            | = 97 STALLS |
| REQUIRED ADA COMPLIANT STALLS               | = 3 STALLS  |
| PROPOSED ADA COMPLIANT STALLS               | = 4 STALLS  |

**SHEET INDEX**

- C1 - COVERSHEET
- C2 - EXISTING SITE PLAN
- C3 - PROPOSED SITE PLAN
- C4 - LANDSCAPING & MISC. DETAIL SHEET



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

*Wayne Schlotfeldt*      4/9/26      DATE  
WAYNE SCHLOTFELDT, P.E.      LICENSE NUMBER 12865

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2027  
PAGES OR SHEETS COVERED BY THIS SEAL: C1-C4

SITE LOCATION  
VICINITY MAP



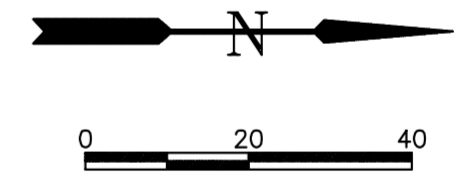
1440 SECOND STREET  
PO BOX 220  
WEBSTER CITY, IOWA 50595  
TELEPHONE: 515-832-2471

214 SOUTH 8TH STREET  
FORT DODGE, IOWA 50501  
TELEPHONE: 515-573-5241

www.schlotfeldt.com



**LEGEND**  
 --- 292 --- EXISTING CONTOURS  
 (100.00') RECORD DISTANCE  
 100.00' MEASURED DISTANCE



|  |   |
|--|---|
| <b>SCHLOTFELDT ENGINEERING, INC.</b>                   |   |
| 1440 2nd STREET, P.O. BOX 220 WEBSTER CITY, IOWA 50595 |   |
| DRAWN BY:  | PRAIRIE LAKES CHURCH — FORT DODGE, IOWA |
| CHECKED BY:  |   |
| DRWG. NO.  | EXISTING SITE PLAN                      |
| FIELD BOOK NO.   | C.2                                     |



- PROPOSED PAVEMENT ADDITION
- PROPOSED BUILDING ADDITION

**NOTE:**  
 ALL DISTURBED AREAS SHALL BE SEEDED WITH SUDAS TYPE 2 GRASS.  
 ALL UNDISTURBED GROUND COVER SHALL REMAIN.

**SITE PLAN REVIEW SUMMARY NOTES:**  
 LOT 6 OF AUDITOR'S PLAT LESS THE NORTH 257' AS SHOWN CONTAINS 1.91 ACRES  
 CURRENT ZONING IS 6RS, NO PROPOSED CHANGE TO ZONING  
 EXISTING BUILDING IS SINGLE STORY AND 14,666 SF  
 PROPOSED BUILDING ADDITION IS SINGLE STORY AND 3459 SF IN SIZE.  
 ADDITIONAL SIDEWALK PAVEMENT IN THE AMOUNT OF 1307 SF SHALL BE CONSTRUCTED.  
 THERE ARE NO ALTERATIONS TO EXISTING UTILITIES.  
 SEWER, WATER, ELECTRIC, AND NATURAL GAS SHALL BE EXTENDED FROM EXISTING BUILDING UTILITIES.  
 EXISTING STORMWATER SHEET FLOWS TO AVENUE 'O'  
 THERE ARE CURRENTLY 97 PARKING SPACES (4 ADA) NO ALTERATIONS PROPOSED  
 THERE IS A DUMPSTER AREA IN THE NORTHWEST CORNER OF THE PROPERTY, NO PROPOSED ALTERATIONS

**SCHLOTTFELDT ENGINEERING, INC.**  
 650 12th STREET SW, P.O. BOX 806 LE MARS, IOWA 51031

|                 |   |     |
|-----------------|---|-----|
| DRAWN BY:       | PRAIRIE LAKES CHURCH - FORT DODGE, IOWA |     |
| CHECKED BY:     |   |     |
| DRWG. NO.:      | PROPOSED SITE PLAN                      | C.3 |
| FIELD BOOK NO.: |   |     |



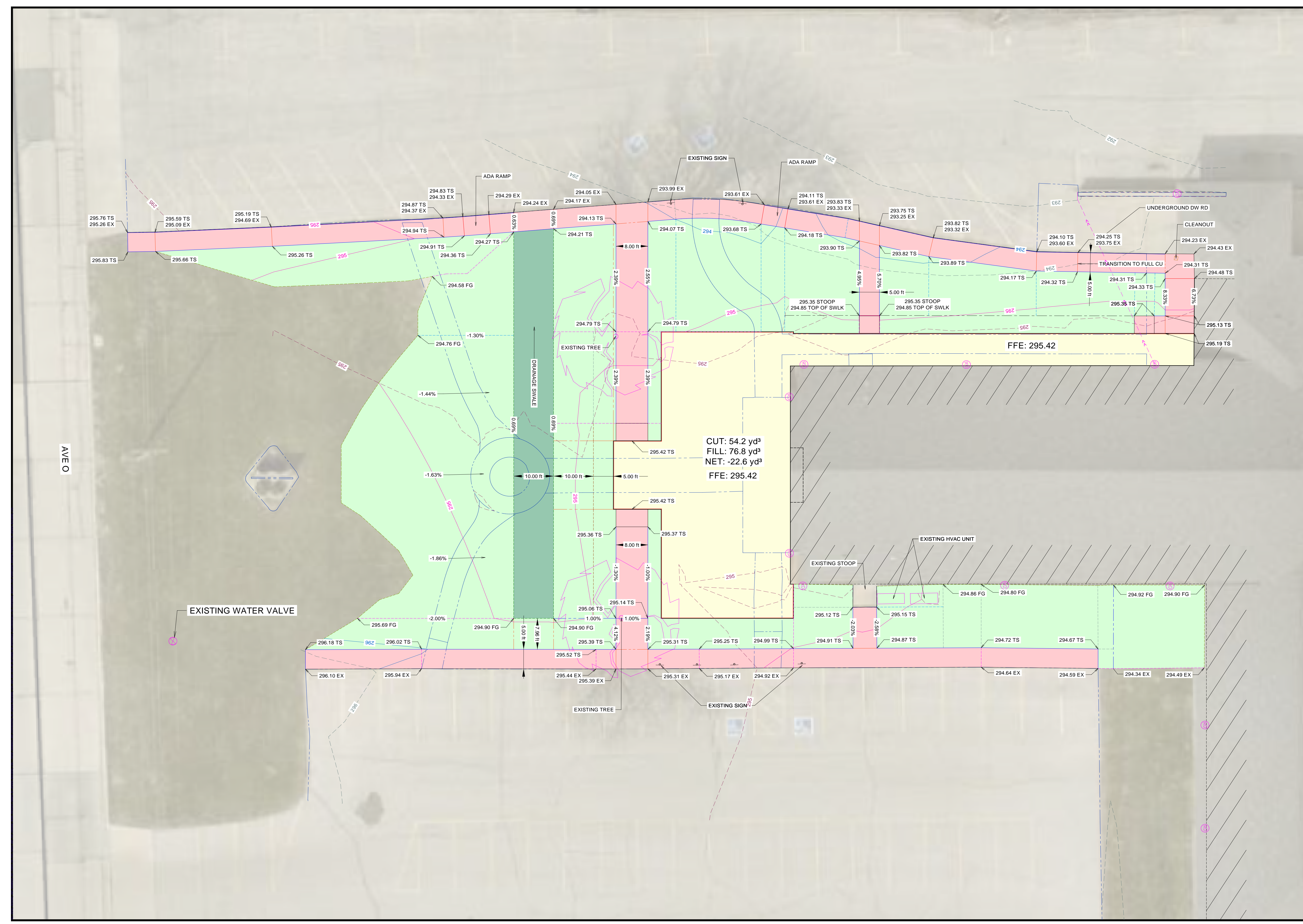
**JENSEN BUILDERS, LTD.**  
Design-Build General Contractor

1175 South 32nd Street  
Fort Dodge, IA 50501  
Phone: (515) 573-3292  
Fax: (515) 573-5146

2097 NE 60th Avenue  
DES MOINES, IA 50313  
Phone: (515) 292-3000  
Fax: (515) 292-5100

www.jensenbuilders.com

Prairie Lakes Church Addition  
200 Ave O  
Fort Dodge, IA 50501



| # | DATE     | DESCRIPTION       |
|---|----------|-------------------|
| 1 | 03/03/26 | DESIGN MANAGEMENT |
|   |          |                   |
|   |          |                   |
|   |          |                   |
|   |          |                   |

PROJECT NO: 26-???

DRAWN BY: RVJ

CHECKED BY:

CHECKED BY:

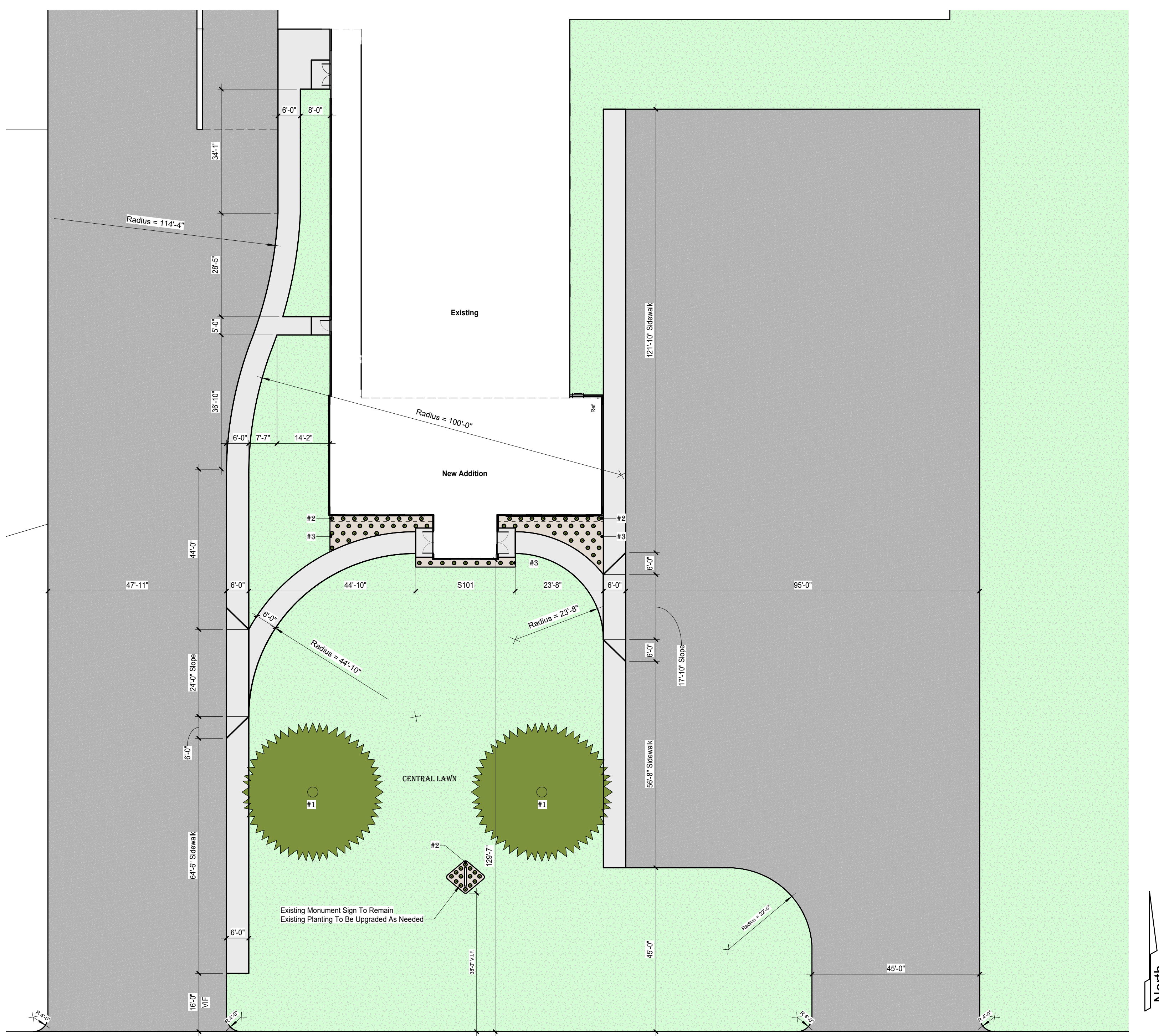
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SHEET TITLE

**SITE PLAN**

**C.01**  
SHEET 1 OF 1

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**General Site Plan & Hardscape Notes**

- All Dimensions For Context Only - Verify In Field
- Exact Tree, Plant, Bush and/or Flower Species TBD
- All Slopes & Site Components Shall Apply w/ Applicable Codes & ADA Requirements
- Existing Parking Layout (Parking Space #) To Remain
- Existing Utilities To Remain As-is

| Planting Schedule      |       |
|------------------------|-------|
| Planting Type          | Count |
| #1 Tree (Deciduous)    | 2     |
| #2 Shrub (Confirmed)   | 32    |
| #3 Shrub and/or Flower | 47    |

**JENSEN**  
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 Phone: (515) 292-5000  
 Fax: (515) 292-5100  
 www.jensenbuilders.com

**Prairie Lakes Church**  
**200 Ave O**  
 Fort Dodge, IA 50501

| # | DATE       | DESCRIPTION |
|---|------------|-------------|
| 1 | 03-27-2026 | Permit Set  |
|   |            |             |
|   |            |             |
|   |            |             |
|   |            |             |
|   |            |             |
|   |            |             |
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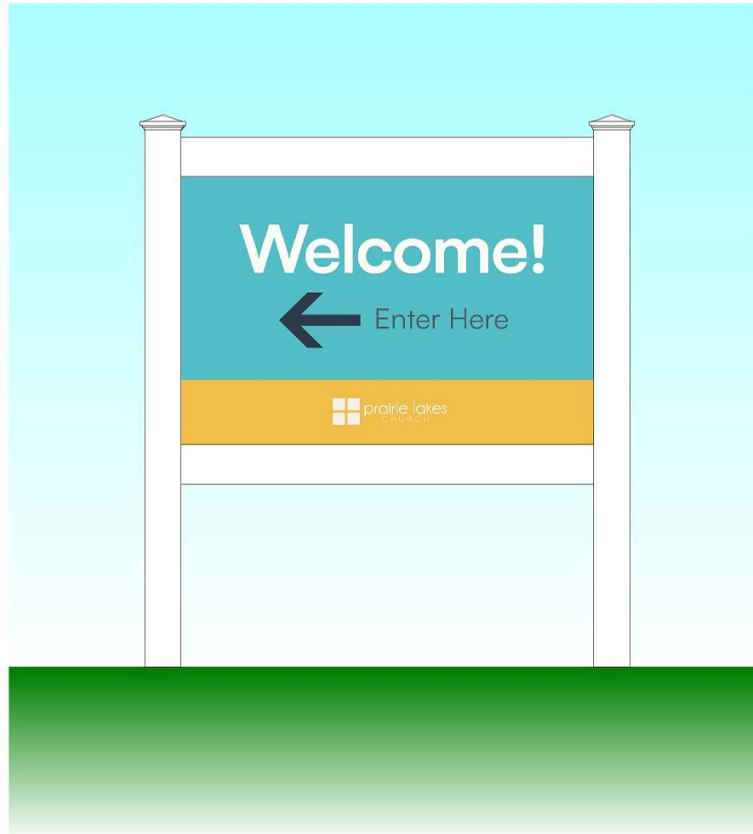
PROJECT NO: 26\_001  
 DRAWN BY: WCH  
 CHECKED BY: Checker  
 CHECKED BY:  
 COPYRIGHT: ©JENSEN BUILDERS, LTD.  
 SHEET TITLE

**Site Plan &  
 Landscape Design**

**C101**

**1**  
 C101 **Site Plan / Hardscape Design (For Context Only)**  
 1/16" = 1'-0"

Signs previously purchased by the applicant in 2025, Staff unable to approve administratively. Sign sizes exceed directional signage allowances in commercial & industrial districts.



24" x 36" PVC Post Kits  
**MATTE LAMINATE**  
 (2 each)

Color output may not be exact when viewing or printing this drawing. If these colors are incorrect, please provide the correct PMS color match & the revision will be made. **THIS RENDERING IS FOR PROOFING PURPOSES ONLY.**

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2915 McClain Drive  
 Cedar Falls, Iowa 50613

Ph: 319-268-0001  
 Fax: 319-268-0002

E-mail: cedarfalls@signsbytomorrow.com

**CUSTOMER** Prairie Lakes Church  
 1907 Viking Road  
 Cedar Falls, IA 50613

**Simon Campbell**  
 319-266-2655 x 1016

[Simon.Campbell@prairielakeschurch.org](mailto:Simon.Campbell@prairielakeschurch.org)

**CONTACT**

**DESIGNER** MN

**PROOF DATE** 5/13/25

**FILE NAME**  
 Prairie Lakes Church // Fort Dodge // "PLC-FD12.fs"

**REVISION #**  
 Original

THIS ARTWORK IS THE PROPERTY OF  
 SIGNS BY TOMORROW INC. - CEDAR FALLS  
 AND MAY NOT BE REPRODUCED OR DUPLICATED IN ANY WAY

**April 28, 2026**



**From:** Thomas Leichliter  
**To:** Board of Adjustment  
**Subject:** Case #1191 – 819 N 25th St:  
Request for special exception to  
allow for installation of signage  
supporting functions of a school in  
the Residential Single-Family (6RS)  
district (17.07.04.D.3)

---

**ACTION:** For Board of Adjustment vote on May 5, 2026.

---

**REQUEST:**

Request for special exception to allow for installation of signage supporting functions of a school in the Residential Single-Family (6RS) district (17.07.04.D.3).

**APPLICANT:**

ISG on behalf of the Fort Dodge Community School District

**LOCATION:**

819 North 25th Street

**EXISTING ZONING:**

Residential Single-Family (6RS)

**LAND USE PLAN:**

Public/Semi-Public

**Brief History**

The Fort Dodge Community School District is requesting a special exception to allow for signage to support functions of a school (public-operated) use within a residential zoning district according to Section 17.07.04.D.3 of the City's Ordinance. The school district is proposing the installation of three new signs mounted on the reconstructed canopy over the school's main entrance at the west end of the building. The attached elevations show the proposed signage. Per the attached elevations, the proposed signage totals 51 square feet and will denote the school's name (33.56 sq ft), mark the main entrance (11.25 sq ft), and display the school logo (6.25 sq ft). The school's name and main entrance signs are to be oriented westward, while the school logo is to face south. Note that only the "Fort Dodge Senior High" sign is to be

illuminated via internal backlighting, other signs contained in the attached elevations denoting illumination have since been amended to remove their proposed lighting. Further, note that the proposed street address signage is exempt from signage regulations per Section 17.08.04.H.14 and is therefore not intended for consideration with this request.

Public owned and operated buildings and facilities are a permitted use in residential zoning districts with the issuance of a special exception. School uses do not have their own zoning designation but are largely located in the residential districts through the granting of a special exception. As such, the restrictive nature of signage regulations in these districts requires the approval of a new special exception if the school district wishes to install new permanent signs on school property.

### **Analysis of Issue**

Per Section 17.06.02.B, the Board of Adjustment must consider the request and make a finding that granting of the special exception will not adversely affect the public interest. In reviewing this request, the Board may consider the appropriateness of the request per the Ordinance, the existing character of the adjacent properties, and public comment received from the public hearing. Based on these considerations, the following is provided for the Board's review:

The granting of the special exception will not adversely affect the public interest:

- This site at 819 North 25th Street has been used as a high school since 1958. With this long-standing school use at this location, residents of the area have moved into the neighborhood knowing that this site has been historically operating as a school use.
- While much of the proposed signage is to face westward toward North 25th Street, the canopy's positioning approximately 180 feet east of the street in conjunction with existing tree coverage between the school and the street may appear to reduce any perceived obtrusiveness of the proposed signage both from the right-of-way and the surrounding neighborhood.
- Existing character of the neighborhood - single-family to the north; church use, Marian Home, and single-family uses to the west (single-family uses to the west comprise Marian Home's future expansion area); Saint Edmond's and residential multi-family (across the train tracks) to the south; and Villa Cottages Assisted Living to the east. Please see the attached Zoning Map showing these uses described.
- The City's Future Land Use Map designates the High School campus area for Public/Semi-Public Use in the future.
- At the time of compilation of this staff report, no public comment has been received.

### **Staff Conclusions / Recommendations**

Subject to public comment, Staff recommends approval of the special exception request to allow for the installation of 51 square feet of new signage affixed to the west entry canopy at Fort Dodge Senior High School, subject to said signage obtaining required permits by a licensed signage contractor.

**Alternatives**

After review and discussion of the special exception request, the Board may take any of the following actions:

1. Approve the special exception request to allow for signage to support functions of a school (public operated) use in a single-family residential zone (6RS) at 819 North 25th Street.
2. Approve the special exception request to allow for signage to support functions of a school (public operated) use in a single-family residential zone (6RS) at 819 N 25th Street, with conditions established by the Board.
3. Deny the request and thus not permit installation of proposed signage at this location.
4. Table the request pending additional information or comment from the public.

**Approved By:**

Thomas Lechliter, Planner II

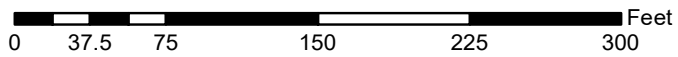
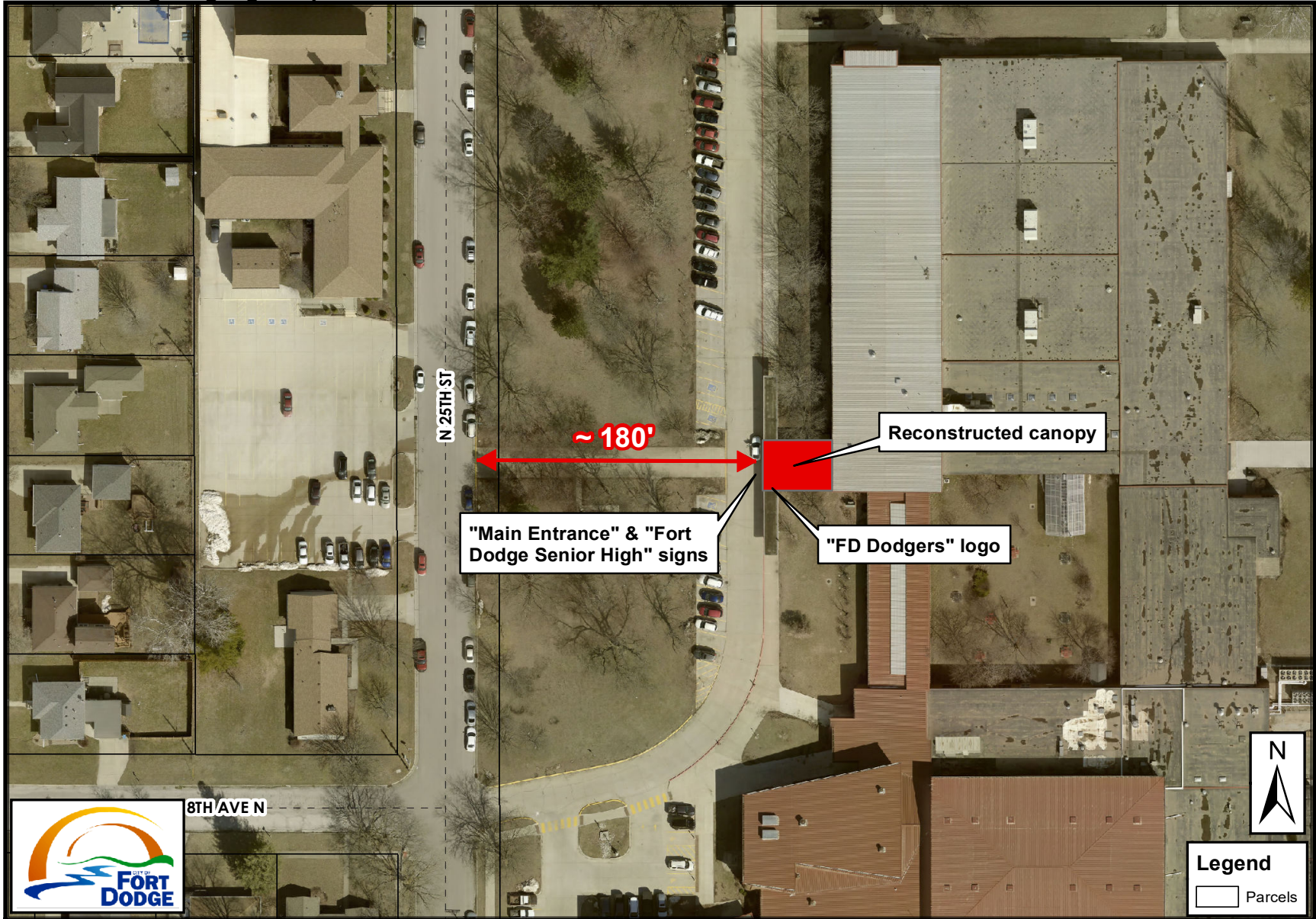
**Department:**

Development Services

**Status:**

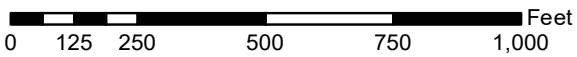
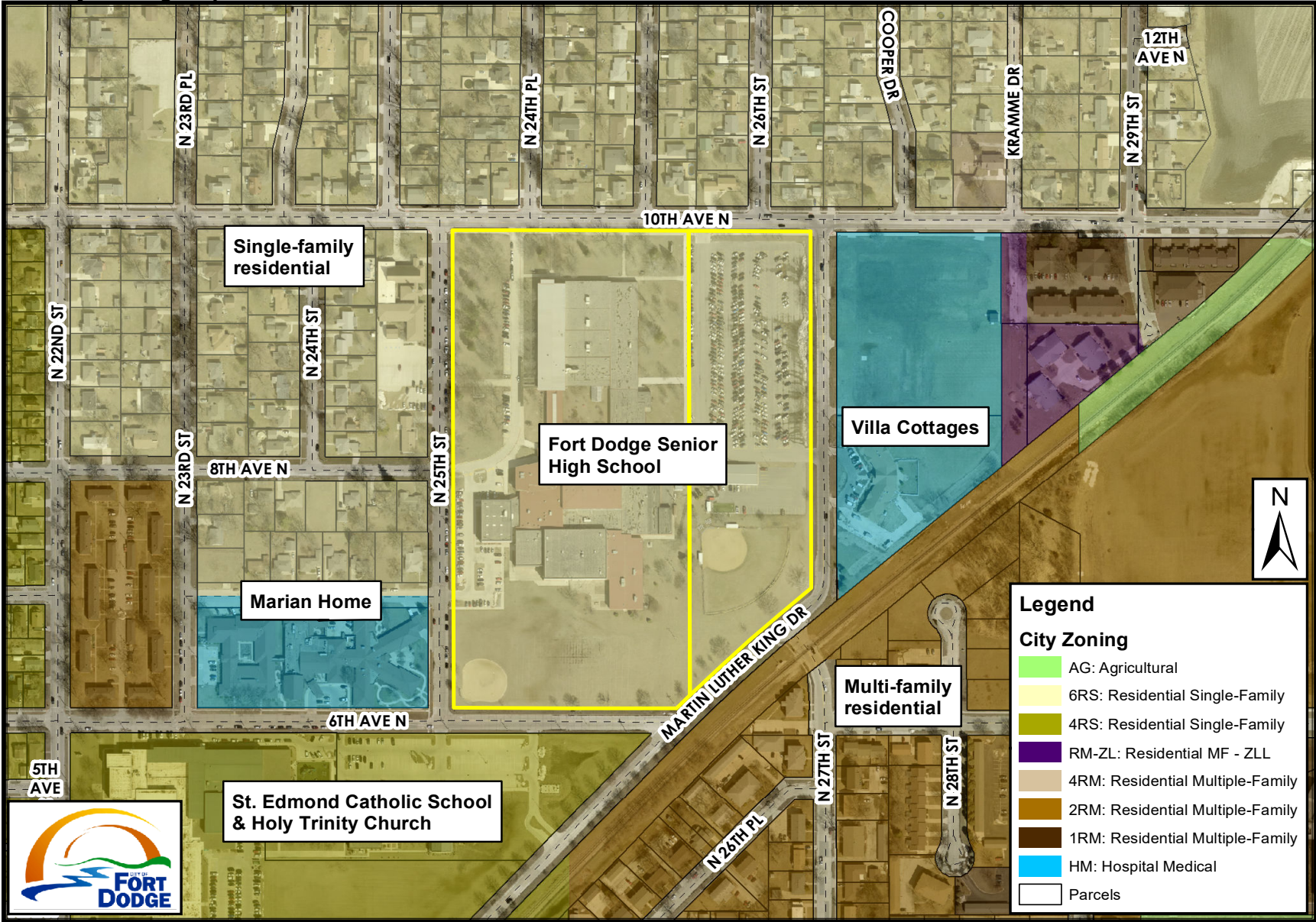
Approved - 28 Apr 2026

# FD Senior High Signage Map - 819 N 25th St



All locations are approximate | Map created 04/23/2026

# Vicinity Zoning Map



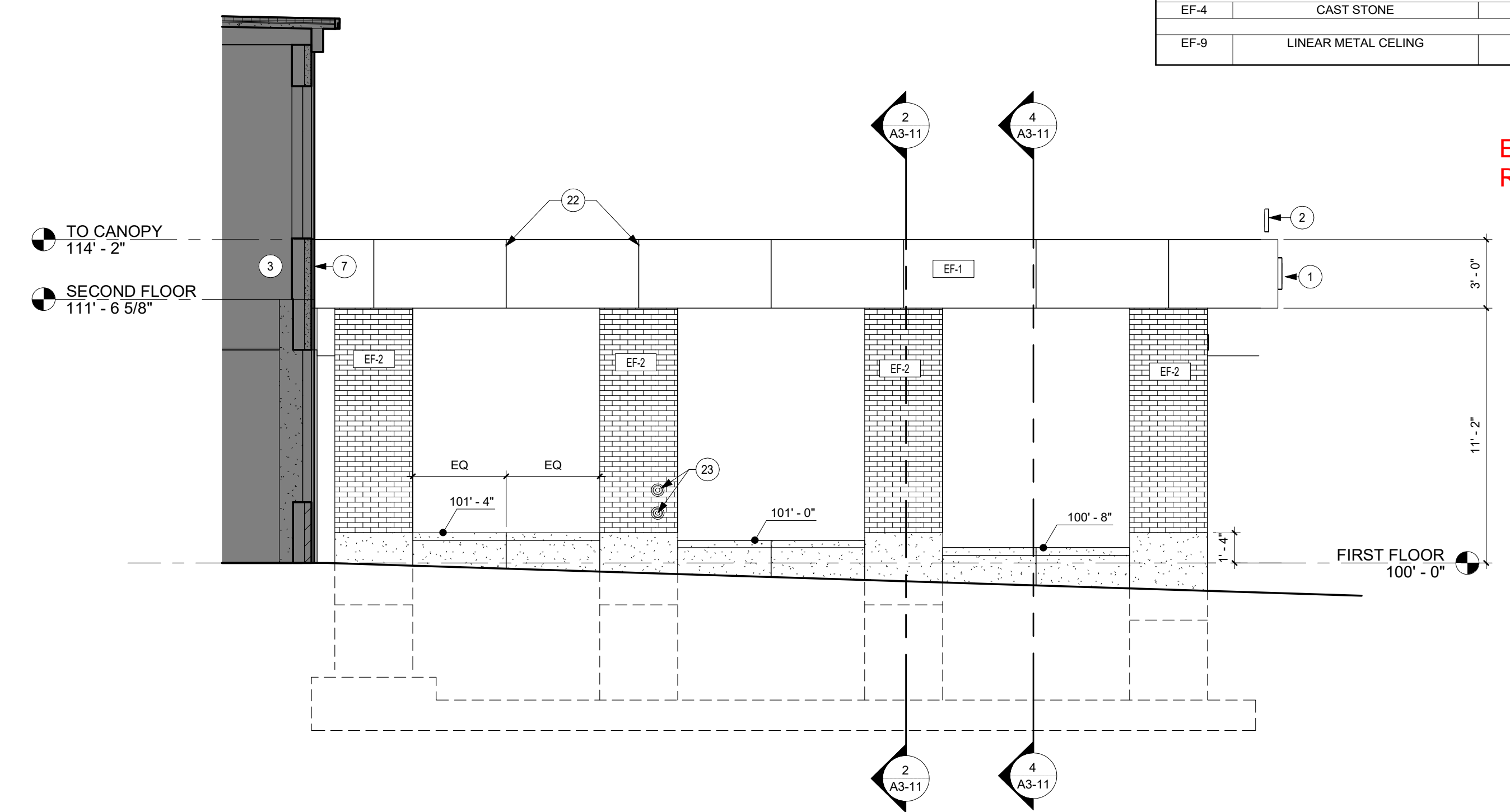
All locations are approximate | Map created 04/23/2026

PRELIMINARY NOT FOR CONSTRUCTION



| EXTERIOR FINISH SCHEDULE |                                      |                      |                                  |              |                        |                      |
|--------------------------|--------------------------------------|----------------------|----------------------------------|--------------|------------------------|----------------------|
| MARK                     | MATERIAL TYPE                        | MANUFACTURER         | MODEL / SIZE                     | COLOR        | ADDITIONAL INFORMATION | COMMENTS             |
| EF-1                     | METAL COMPOSITE MATERIAL WALL PANELS | METAL DESIGN SYSTEMS | SERIES 20                        | WHITE        | OPEN JOINT             |                      |
| EF-2                     | FULL DEPTH BRICK                     |                      |                                  |              |                        | MATCH EXISTING BRICK |
| EF-4                     | CAST STONE                           |                      |                                  |              |                        |                      |
| EF-9                     | LINEAR METAL CEILING                 | ARMSTRONG            | METALWORKS LINEAR CLASSIC PLANKS | JA JOLLA OAK | SMOOTH SURFACE TEXTURE | 6" UNPERFORATED      |

| KEYNOTE LEGEND |   |
|----------------|---|
| 1              | 16" HIGH LETTERING, ILLUMINATED LED BACKLIT LETTERS.    |
| 2              | 12" HIGH LETTERING, POST MOUNTED                        |
| 3              | EXISTING CONCRETE COLUMN TO REMAIN WITH EXTERIOR PAINT. |
| 6              | EXISTING CONSTRUCTION TO REMAIN - SHOWN SHADED          |
| 7              | BACKER ROD AND SEALANT                                  |
| 18             | 8" HIGH LETTERING                                       |
| 22             | METAL COMPOSITE MATERIAL WALL PANEL JOINT               |
| 23             | DOWNSPOUT NOZZLE (NICKLE BRONZE BODY) FOR ROOF DRAINAGE |
| 24             | ROUND STEEL COLUMN WITH HIGH PERFORMANCE COATING        |



1 NORTH ELEVATION  
1/4" = 1'-0"

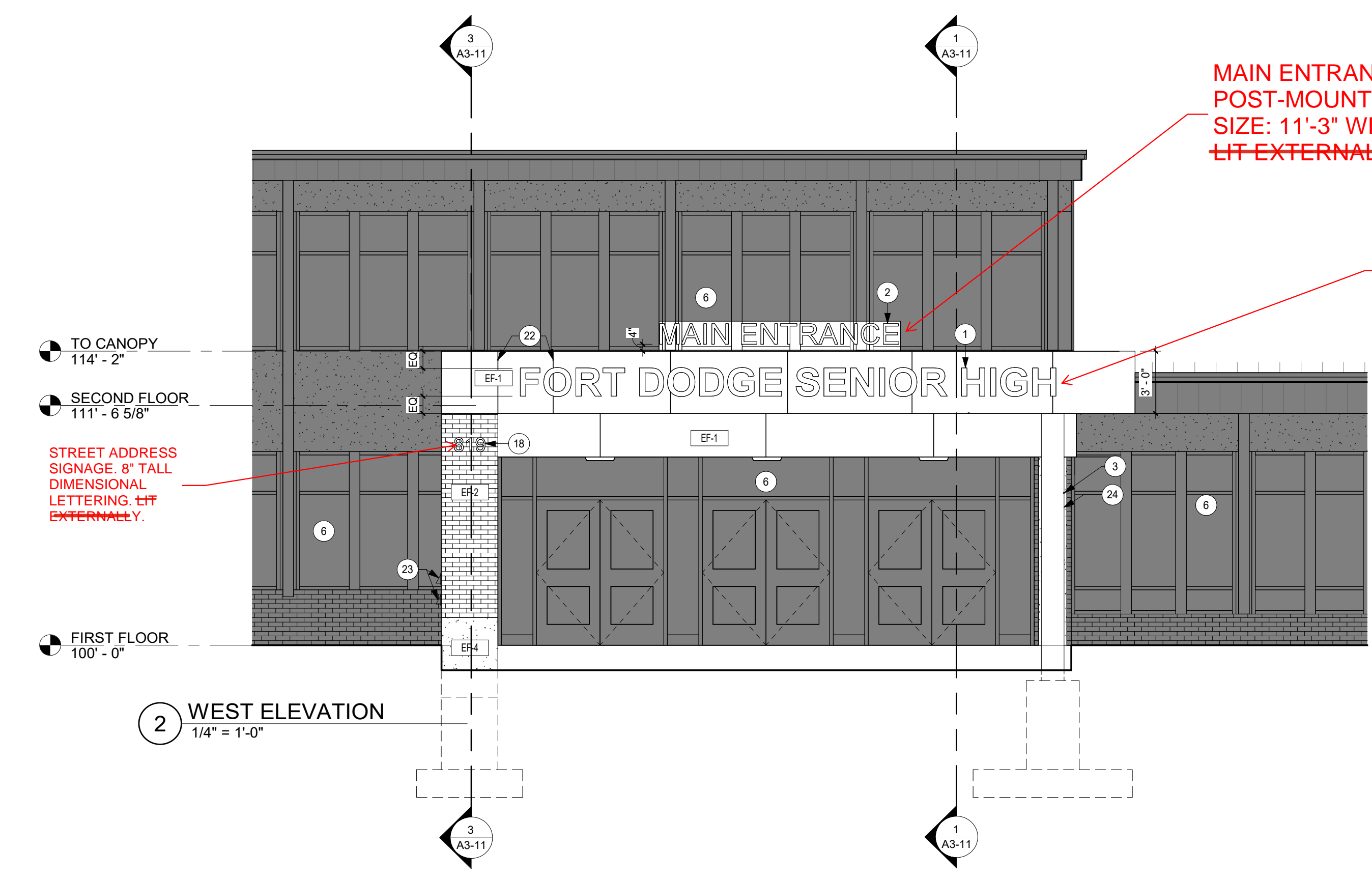
EXISTING DOOR # SIGNAGE  
ROUGH SIZE: 6" WIDE X 12" TALL

EXISTING ADDRESS NUMBER SIGNAGE  
ROUGH SIZE: 18" WIDE X 12" TALL



MAIN ENTRANCE  
POST-MOUNTED SIGNAGE  
SIZE: 11'-3" WIDE X 12" TALL  
~~LIT EXTERNALLY~~

FORT DODGE SENIOR HIGH  
ILLUMINATED BACKLIT SIGNAGE  
SIZE: 25'-2" WIDE X 16" TALL



2 WEST ELEVATION  
1/4" = 1'-0"

STREET ADDRESS  
SIGNAGE, 8" TALL  
DIMENSIONAL  
LETTERING, LIT  
EXTERNALLY.

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|   |             |      |
|---|-------------|------|
| PROJECT   |             |      |
| <b>FORT DODGE SENIOR HIGH MAIN ENTRY CANOPY</b> |             |      |
| FORT DODGE                                      |             | IOWA |
| REVISION SCHEDULE                               |             |      |
| DATE  | DESCRIPTION | BY   |
|   |             |      |
|   |             |      |
|   |             |      |

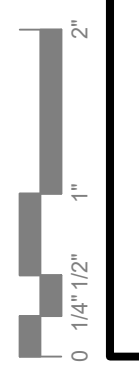
|                     |                |
|---------------------|----------------|
| PROJECT NO.         | 26-33793       |
| FILE NAME           | 33793 ARCH R26 |
| DRAWN BY            | JAV            |
| DESIGNED BY         | TGV            |
| REVIEWED BY         | TGV            |
| ORIGINAL ISSUE DATE | DD-03/27/26    |
| CLIENT PROJECT NO.  |                |

TITLE

**EXTERIOR ELEVATIONS**

SHEET

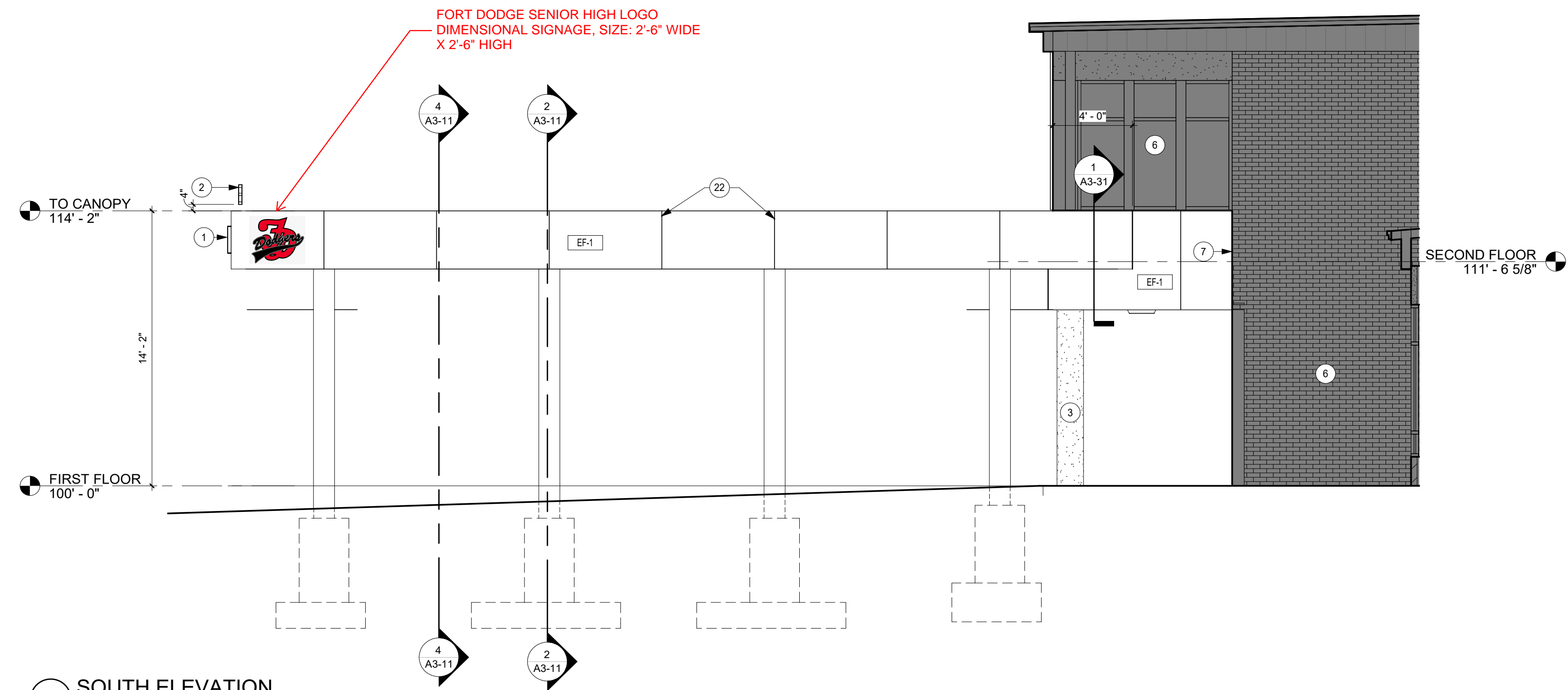
**A2-11**



3/27/2026 2:14:22 PM



PRELIMINARY NOT FOR CONSTRUCTION



1 SOUTH ELEVATION  
1/4" = 1'-0"

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PROJECT

**FORT DODGE SENIOR HIGH MAIN ENTRY CANOPY**

FORT DODGE IOWA

| REVISION SCHEDULE |             |    |
|-------------------|-------------|----|
| DATE              | DESCRIPTION | BY |
|                   |             |    |
|                   |             |    |
|                   |             |    |
|                   |             |    |

PROJECT NO. 26-33793

FILE NAME 33793 ARCH R26

DRAWN BY JAV

DESIGNED BY TGV

REVIEWED BY TGV

ORIGINAL ISSUE DATE DD-03/27/26

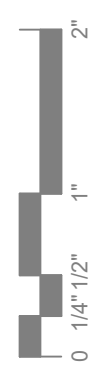
CLIENT PROJECT NO.

TITLE

**EXTERIOR ELEVATIONS**

SHEET

**A2-12**



*Images show view of canopy/signage area at west side of school from N 25<sup>th</sup> St.  
Existing tree coverage provides effective screening of the area.*



**April 10, 2026**

Thomas Leichter  
Planner II  
City of Fort Dodge  
819 First Avenue South  
Fort Dodge, IA 50501  
Tleichter@fortdodgeiowa.org



**RE: Special Exception Request  
Fort Dodge Community School District Senior High Main Entry Canopy  
819 North 25<sup>th</sup> Street – Fort Dodge, IA 50501**

Thomas,

The Fort Dodge Community School District respectfully submits this request for a Special Exception in accordance with 17.07.04.D.3 to allow the installation of new permanent signage associated with the Senior High's new main entry canopy, located within the Residential Single-Family (6RS) zoning district.

The proposed signage is part of a broader improvement project that includes the removal of the existing entry canopy and construction of a new canopy designed to enhance safety, accessibility, and the overall appearance of the school's primary entrance for students, staff, visitors, and emergency services. It has been carefully developed to ensure compatibility with the surrounding neighborhood and to meet all applicable criteria under the City of Fort Dodge zoning regulations.

Fort Dodge Senior High is an existing and long-established use in the neighborhood. The proposed signage represents a minor and complementary improvement to the site and does not introduce a new or intensified use. This request will not alter the fundamental character of the neighborhood. The size, placement, and design of the signage will remain compatible with the residential context and will not create negative impacts to nearby properties.

Additionally, the proposed signage will not adversely affect the public interest. The signage is designed to improve safety and accessibility by providing clear identification of the main entrance. The signage will not generate additional traffic, noise, or lighting impacts beyond what currently exists at the school. Any illumination associated with the signage will be designed to minimize glare and prevent light spillover onto adjacent residential properties.

The proposed permanent signage for the high school's main entry canopy is a reasonable and appropriate improvement to the existing use. The request meets the intent of the Special Exception criteria by maintaining the character of the neighborhood and protecting the public interest. Therefore, approval of this request is respectfully recommended.

Please contact me at 507.387.6651 or via email with any questions or if there is any additional information we can provide in support of this project.

Sincerely,

A handwritten signature in cursive script that reads "Emily Nepp".

Emily Nepp  
Development Services Coordinator  
[Emily.Nepp@ISGInc.com](mailto:Emily.Nepp@ISGInc.com)

# BOARD OF ADJUSTMENT

## 2025 Annual Report



### BACKGROUND

The Fort Dodge Board of Adjustment has five members and meets on the first Tuesday of each month at 4:30 p.m. in the Council Chambers of City Hall.

The Board is primarily involved in reviewing requests for special exceptions and variances from requirements of the Ordinances of the City. In addition, the Board may be asked to provide administrative review to decisions related to the enforcement of the City's Ordinances or to review appeals to decisions made by the administrative official. The Board reviews each case prior to voting and taking action on the item. The Board makes the final determination on all items under consideration. Any decision made by the Board may be appealed to the appropriate courts. The following pages contain a general summary of the Board of Adjustment's activities for the 2025 calendar year.

### MEMBERSHIP

Board of Adjustment members are appointed in April to serve out five-year terms. Officers are typically elected in January of each year or at the first meeting of the New Year.

Election of Officers for the 2025 calendar year occurred on May 6, 2025, which was the first meeting of 2025. JP Mansfield was reelected as Chair and Troy Anderson was reelected as Vice-Chair.

Michelle Tjaden's term on the Board of Adjustment was set to expire on April 30, 2025. She was subsequently reappointed by Mayor Bemrich and approved by the City Council for a 5-year term set to expire on April 30, 2030.

### ATTENDANCE

| X = Present<br>A = Absent<br>* = Special Mtg | Megan Moore | JP Mansfield, Chair | Troy Anderson, Vice-Chair | Michelle Tjaden | Nick Cochrane |
|--|-------------|---------------------|---------------------------|-----------------|---------------|
| <i>First Appointed</i>                       | 2024        | 2014                | 2015                      | 2024            | 2021          |
| <i>Term Expires</i>                          | 4/30/2027   | 4/30/2029           | 4/30/2028                 | 4/30/2030       | 4/30/2026     |
| May 06                                       | X           | X                   | X                         | X               | X             |
| June 03                                      | X           | X                   | X                         | X               | X             |
| August 05                                    | X           | X                   | X                         | X               | X             |
| November 04                                  | X           | A                   | A                         | X               | X             |
| December 02                                  | X           | X                   | X                         | X               | X             |
| <i>Tot. Meetings</i>                         | 5           | 5                   | 5                         | 5               | 5             |
| <i>Attended</i>                              | 5           | 4                   | 4                         | 5               | 5             |
| <b>Attendance</b>                            | 100%        | 80%                 | 80%                       | 100%            | 100%          |

**PROJECT SUMMARIES**

**1. Special Exceptions**

| Case # | Proposal Summary  | Date       | Board Action | Vote  |
|--------|---|------------|--------------|-------|
| 1185   | <b>3149 12<sup>th</sup> Ave N:</b> Request for special exception to allow for installation of 6'-tall fencing within a secondary front yard in the Residential Single-Family (6RS) district (Section 17.08.01.I). | 05/06/2025 | Granted      | 5-Aye |
| 1186   | <b>1127 Summit Ave:</b> Request for special exception to allow for installation of 6'-tall ornamental fencing within a front yard in the Residential Single-Family (4RS) district (Section 17.08.01.I).           | 06/03/2025 | Granted      | 5-Aye |
| 1187   | <b>1632 Williams Dr:</b> Request for special exception to allow for installation of 6'-tall fencing within a secondary front yard in the Residential Single-Family (6RS) district (Section 17.08.01.I).           | 08/05/2025 | Granted      | 5-Aye |
| 1188   | <b>513 S 19<sup>th</sup> St:</b> Request for special exception to allow for religious institution use in the Residential Multi-Family (2RM) district (17.07.05.D).  | 11/04/2025 | Granted      | 3-Aye |

**2. Variances**

| Case # | Proposal Summary   | Date       | Board Action | Vote  |
|--------|--|------------|--------------|-------|
| 1189   | <b>500-800 Blocks 3<sup>rd</sup> Ave NW:</b> Variance request to allow for 10-foot encroachment into front yard setback in the Residential Multi-Family (2RM) district (17.07.05.E). | 12/02/2025 | Granted      | 5-Aye |

**3. Appeals – none.**

**4. Other –**

Approval of 2024 Annual Report – 05/06/2025 meeting.

2025 Election of Officers – 05/06/2025 meeting.

# 2026

## BOARD OF ADJUSTMENT SCHEDULE AND DEADLINES FOR APPLICATION SUBMISSION

| Application Submission Deadline | DS Submits to Messenger | Notice Printed in Messenger | BOA Meeting |
|---------------------------------|-------------------------|-----------------------------|-------------|
| 12/15/2025                      | 12/22/2025              | 12/26/2025                  | 01/06/2026  |
| 01/12/2026                      | 01/19/2026              | 01/23/2026                  | 02/03/2026  |
| 02/09/2026                      | 02/16/2026              | 02/20/2026                  | 03/03/2026  |
| 03/16/2026                      | 03/23/2026              | 03/27/2026                  | 04/07/2026  |
| 04/13/2026                      | 04/20/2026              | 04/24/2026                  | 05/05/2026  |
| 05/11/2026                      | 05/18/2026              | 05/22/2026                  | 06/02/2026  |
| 06/15/2026                      | 06/22/2026              | 06/26/2026                  | 07/07/2026  |
| 07/13/2026                      | 07/20/2026              | 07/24/2026                  | 08/04/2026  |
| 08/10/2026                      | 08/17/2026              | 08/21/2026                  | 09/01/2026  |
| 09/14/2026                      | 09/21/2026              | 09/25/2026                  | 10/06/2026  |
| 10/12/2026                      | 10/19/2026              | 10/23/2026                  | 11/03/2026  |
| 11/09/2026                      | 11/16/2026              | 11/20/2026                  | 12/01/2026  |

**Notes:**

BOA meets monthly on the first Tuesday at 4:30pm in the Council Chambers.

BOA reviews appeals, variances, and special exceptions.

Public notice is requested 7-20 days prior to hearing (17.06.01.C) (10 days allowed in this schedule)

Above schedule subject to change (holidays)

*The schedule may be adjusted to accommodate late submission of an application if circumstances exist that are beyond the control of the applicant, as determined by the City Planner and Board Chair.*