

# PLAN AND ZONING COMMISSION MEETING

Direction: PZ\_AF\_08-27-2018

Chairperson Erickson called the regular meeting of the Plan and Zoning Commission to order at 5:30 p.m. on Monday, August 27, 2018, in the Council Chambers of the West Des Moines City Hall, located at 4200 Mills Civic Parkway, in West Des Moines.

Roll Call: Andersen, Costa, Crowley, Erickson, Hatfield, Southworth.....Present  
Drake.....Absent

## **Item 1 - Consent Agenda**

### **Item 1a - Minutes of the meeting of August 13, 2018**

Chairperson Erickson asked for any comments or modifications to the August 13, 2018 minutes.

Moved by Commissioner Crowley, seconded by Commissioner Southworth, the Plan and Zoning Commission approved the August 13, 2018 meeting minutes.

Vote: Andersen, Costa, Crowley, Erickson, Hatfield, Southworth.....Yes  
Drake.....Absent

Motion carried.

## **Item 2 – Public Hearings**

### **2a – Amendment to City Code – Amend Title 9 (Zoning), Chapter 15 (Off-Street Parking and Loading), Section 4 (General Off-Street Parking Regulations) and Section 6 (Design Standards) to modify regulations for individual residential driveways – City Initiated – AO-004009-2018**

Chairperson Erickson opened the public hearing and asked the Recording Secretary to state when the public notice was published. The Recording Secretary indicated that the notice was published in the Des Moines Register on August 17, 2018.

Chairperson Erickson asked for a motion to accept and make a part of the record all testimony and all other documents received at this public hearing.

Moved by Commissioner Crowley, seconded by Commissioner Southworth, the Plan and Zoning Commission accepted and made a part of the record all testimony and all other documents received at this public hearing.

Vote: Andersen, Costa, Crowley, Erickson, Hatfield, Southworth.....Yes  
Drake.....Absent

Motion carried.

Brian Portz, Planner, detailed proposed changes to residential driveways, stating that current code requires that driveways have a maximum width of 20 feet, but at 10ft from the ROW line it can flare for additional parking. He informed that staff were concerned with the growing number of non-conforming driveways observed and stated that Associate Planner Mackenzie Locey conducted a review of existing driveways using aerial maps. Due to the number of driveways which were non-conforming, staff proposed amending the driveway ordinance. Staff recommend allowing the flare to occur on either side of an existing driveway, but without the 10 foot setback distance from the ROW. There is a 1ft side yard setback required, and no more than 50% of the front yard may be covered by paving for parking. An alternate option allows paving directly to the sidewalk, without a flare. The proposal was brought before the Development and Planning subcommittee, and the Council Members were split on their recommendation,

**PLAN AND ZONING COMMISSION MEETING**

with one preferring the design as proposed by staff and the other wishing to allow the paving up to the sidewalk without the flare. Staff is concerned that without a flare, drivers will cross over the grass and create ruts in the ROW. Also, the sidewalk is only reinforced concrete at the main driveway location. Driving over other portions of the sidewalk would lead to more cracks in the sidewalk due to the weight of vehicles driving over those areas of the sidewalk. Any damage to the sidewalks would be the property owner’s responsibility to repair. Staff was seeking the P&Z commissioners input on the proposed design of residential driveways.

Commissioner Crowley commented that the flare avoids the rut issue and makes sense.

Commissioner Hatfield clarified that as long as coverage doesn’t exceed 50% of the front yard, homeowners could get flares on both sides of the driveway. Planner Portz affirmed this.

Chairman Erickson asked whether the 50% restriction was an area calculation or frontage. Planner Portz replied that it’s an area calculation.

Chairperson Erickson asked if anyone from the audience would like to speak to this item; seeing none, closed the public hearing and asked for continued discussion or a motion.

Moved by Commissioner Hatfield, seconded by Commissioner Crowley, the Plan and Zoning Commission adopted a resolution recommending the City Council approve an amendment to the ordinance according to Attachment C as proposed by staff.

Vote: Andersen, Costa, Crowley, Erickson, Hatfield, Southworth.....Yes  
Drake.....Absent  
Motion carried.

**Item 3 – Old Business**

There were no Old Business items to address.

**Item 4 – New Business**

**4a – Whisper Point Park, Northwest corner of 91st Street & Bridgewood Blvd – Approval of a site plan to construct park improvements – City of West Des Moines– SP-003917-2018 – move to defer**

Chairman Erickson noted that there was a memo on the dais requesting deferment until a later date. He asked Planner Brad Munford if there is a date certain to be deferred to, and Mr. Munford responded that there is not.

Chairperson Erickson asked if anyone from the audience would like to speak to this item; seeing none, asked for continued discussion or a motion.

Moved by Commissioner Crowley, seconded by Commissioner Southworth, the Plan and Zoning Commission moved to defer Item 4a without date certain.

Vote: Andersen, Costa, Crowley, Erickson, Hatfield, Southworth.....Yes  
Drake.....Absent  
Motion carried.

**PLAN AND ZONING COMMISSION MEETING**

**4b – Pinedale Park, 3375 Woodland Avenue – Approval of a site plan for park improvements – City of West Des Moines– SP-003987-2018**

Kevin Conn, Landscape Architect with the City of West Des Moines Parks & Recreation department, provided background on the Pinedale Park project and stated they were asking approval of the site plan. He provided details about the location; noting Pinedale was acquired through parkland dedication when Woodland West Condominiums were developed. The park is one acre in size. The surrounding area is considered deficient in park space; and Pinedale is a mini-park space but it’s a good location for it. A mailing went out to neighbors within ½ mile of the park radius. The Parks Department received comments, mostly favorable; and made some adjustments to the plan. A Park Board notice went out, 1 citizen attended that meeting. Mr. Conn provided a sketch of proposed improvements including a basketball court, play equipment, and a small shelter. He noted that the concept is that this isn’t a place to spend the day, rather parents may bring their children for an hour or two. The Parks Department was therefore not including grills and that sort of thing. A restroom was being provided with screening. He concluded that Pinedale Park experiences some erosion and drainage issues from Woodland Avenue runoff; and two options were being studied to improve erosion and provide water quality.

Brad Munford, Development Services Planner, stated that at the time the park was created in 1971, code required one acre minimum lot. Current code requires two acres minimum lot size, however this Park will be grandfathered in as a legal non-conforming use without requiring rezoning or variance.

Chairperson Erickson asked if anyone from the audience would like to speak to this item; seeing none, asked for continued discussion or a motion.

Moved by Commissioner Crowley, seconded by Commissioner Hatfield, the Plan and Zoning Commission adopted a resolution recommending the City Council approve the Pinedale Park site plan subject to the applicant meeting all City Code requirements.

Vote: Andersen, Costa, Crowley, Erickson, Hatfield, Southworth.....Yes  
Drake.....Absent  
Motion carried.

**4c – Browns Woods Estates, South of SE Browns Woods Drive on the west side of Veterans Parkway – Approval of Preliminary Plat to subdivide property into 75 single family lots, one outlet for detention, one outlet for park use, and five lots for public streets – Venture Homes LLC – PP-003514-2017**

Keven Crawford, Cooper Crawford & Associates, 475 S 50<sup>th</sup> St, #800, West Des Moines, stated he was representing Venture Homes. This property was rezoned a year and a half ago; now the developer is ready to move forward. There are 40 acres being developed into 75 single family lots. They concur with all staff comments.

Kara Tragesser, Planner, informed the Commission that she had no comments and recommended approval.

Chairperson Erickson asked if anyone from the audience would like to speak to this item; seeing none, asked for continued discussion or a motion.

Moved by Commissioner Crowley, seconded by Commissioner Andersen, the Plan and Zoning Commission adopted a resolution recommending the City Council approve the preliminary plat, subject to the applicant meeting all City Code requirements.

**PLAN AND ZONING COMMISSION MEETING**

Vote: Andersen, Costa, Crowley, Erickson, Hatfield, Southworth.....Yes  
      Drake.....Absent  
Motion carried.

**Item 5 – Staff Reports**

Linda Schemmel, Development Coordinator, presented information regarding the Comprehensive Plan update. The City has hired a Design Services firm, Teska Associates, to assist with this project. Ms. Schemmel introduced the staff involved and outlined the timeline for working with stakeholders in the community as well as City staff, commissions/boards and Council. She noted tools which will be used, including a strong online presence for gathering input and concluded that the Plan & Zoning Commission will be provided with specific questions later in the process which will assist them with their contribution.

**Item 6 - Adjournment**

Chairperson Erickson adjourned the meeting at 5:56 p.m.

\_\_\_\_\_  
Craig Erickson, Chairperson

\_\_\_\_\_  
Jennifer Canaday, Recording Secretary