

# PLAN AND ZONING COMMISSION

PZ AF 08-23-2021

Vice Chair Drake called the regular meeting of the Plan and Zoning Commission to order at 5:30 p.m. on Monday, August 23, 2021, in the Council Chambers of the West Des Moines City Hall, located at 4200 Mills Civic Parkway, in West Des Moines, and Electronically through Zoom.

Roll Call: Conlin, Crowley, Davis, Drake, Hatfield.....Present  
Andersen, Costa.....Absent

## **Item 1- Consent Agenda**

Item 1a – Minutes of the meeting of August 9, 2021

Vice Chair Drake asked for any comments or modifications to the August 9, 2021 minutes.

Moved by Commissioner Hatfield, seconded by Commissioner Conlin, the Plan and Zoning Commission approved the August 9, 2021 meeting minutes.

Vote: Conlin, Crowley, Davis, Drake, Hatfield.....Yes  
Andersen, Costa.....Absent

Motion carried.

## **Item 2 – Public Hearings**

There were no Public Hearing items.

## **Item 3 – Old Business**

There were no Old Business items to address.

## **Item 4 – New Business**

There were four New Business items.

### **Item 4a – Platinum Pointe Townhomes, Southwest corner of Bridgewood Boulevard and S 88<sup>th</sup> Street – Approve a Site Plan to construct 66 attached townhomes – Hale Development Co. LLC – PPSP-005198-2021**

Brad Kuehl, Bishop Engineering, 3501 104<sup>th</sup> Street, Urbandale, joined the meeting electronically through Zoom. Due to audio difficulties, he was unable to present the application.

Kara Tragesser, Development Services Planner, summarized the project on behalf of Mr. Kuehl. She pointed out the location on an aerial sketch, noting this project was approved three or four years ago, however as the approval expired over time, this project was resubmitted and brought up to code. The plan is for 66 townhomes; landscaping and architectural details were provided. Staff recommended approval.

Vice Chair Drake asked whether the applicant was in agreement with Staff recommendations and conditions of approval. Mr. Kuehl responded using the Zoom Chat feature that the applicant is in agreement.

Vice Chair Drake asked if anyone from the audience would like to speak to this item, seeing none, asked for continued discussion or a motion.

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Moved by Commissioner Drake, seconded by Commissioner Crowley, the Plan and Zoning Commission approved a resolution recommending approval of the Site Plan subject to meeting all City Code requirements, and the following conditions of approval:

1. Submit final drawings and/or reports to the satisfaction of the Director of the Department of Development Services or her designee prior to any physical construction activity for the site.

Vote: Conlin, Crowley, Davis, Drake, Hatfield.....Yes  
 Andersen, Costa.....Absent

Motion carried.

**Item 4b – Maple Grove Church Shelter, 9155 Ashworth Road – Approve a Minor Modification Level 2 to allow an open-air shelter to be relocated on the site – Ron Sweeney – MML2-005282-2021**

Ron Sweeney, Chairman of Board of Trustees, Maple Grove United Methodist Church, 32526 Wendover Road, Waukee, presented the church’s application to relocate an existing shelter which was previously moved to accommodate the widening of Ashworth Road. He noted the new permanent location of the shelter next to the bike trail and stated the setbacks from the property line and side yard.

Kara Tragesser, Development Services Planner, stated she had nothing to add and recommended approval.

Vice Chair Drake 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 Hatfield, seconded by Commissioner Conlin, the Plan and Zoning Commission approved a resolution recommending approval of the Level 2 Minor Modification Site Plan request, subject to the applicant meeting all City Code Requirements, and the following conditions of approval:

1. That the City Council allow the shelter to be located in the same general area as it was prior to the City obtaining additional right-of-way for the widening of Ashworth Road and relocation of the original church building.
2. That the shelter remains open on all four sides unless it is relocated to comply with all building setback regulations adopted at the time of enclosure of the shelter.
3. That temporary use permits will be obtained for non-church activities or church fundraising activities involving the use of the shelter.

Vote: Conlin, Crowley, Davis, Drake, Hatfield.....Yes  
 Andersen, Costa.....Absent

Motion carried.

**Item 4c – Woodland Estates Plat 1, NE corner of S Kingswood Court and Stagecoach Drive – Approve a Preliminary Plat to create 22 lots for Single Family Residential development – Silo 9 LLC – PP-005161-2021**

Jared Murray, Civil Design Advantage 3405 SE Crossroads Drive, Suite G, Grimes, stated he was presenting on behalf of Silo 9, LLC, for an approval of revised layout of the preliminary plat.

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He informed that the street layout was the same, utility layout and sanitary, water connections were all the same. The only change was to add a lot on the South side of 95<sup>th</sup>. This was due to the sale of another lot falling through and the developer's intent to evenly divide the two lots.

Bryce Johnson, Development Services Planner, stated he had nothing to add but Staff recommended approval.

Vice Chair Drake 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 Conlin, the Plan and Zoning Commission approved a resolution recommending approval of the Preliminary Plat subject to the applicant meeting all City Code requirements and the following conditions of approval:

1. The Applicant acknowledging the responsibility for the future construction of an additional lane of Stagecoach Drive. The applicant agreeing that their execution of the associated Development Agreement shall be provided to the City prior to City Council consideration of the associated final plat.
2. The Applicant acknowledging that no individual single-family driveways are allowed on Stagecoach Drive. The applicant also acknowledging and agreeing to require buyers of lots that front to S 95<sup>th</sup> Street to ensure all turns onto S 95<sup>th</sup> Street are a forward movement and agreeing that backing out onto S 95<sup>th</sup> Street is prohibited.
3. The City Council granting allowance of the placement of Public Utility Easements (PUEs) in the front yard of all lots.
4. The City Council accepting the continuation of the Stagecoach Drive Streetscape Planting Plan in lieu of a thirty-foot (30') buffer along the rear (south) lot line of lots 15-22 and the side (south) lot line of lot 1.
5. The City Council granting a deferral of the installation of the buffer along the rear lot line of Lot 10 until such time that the adjacent future street is graded and any construction that may affect the survivability of the buffer plantings is complete.
6. The City Council deferring the installation of the ten foot (10') trail along the north side of Stagecoach Drive until such time that Stagecoach Drive is widened or the trail is necessary to make a connection to trails along Stagecoach Drive immediately to the east and west.
7. The applicant indicating on the Revised Preliminary Plat drawing and providing a Permanent Grading Easement on Lot 15 to allow for future construction of the remainder of the sidewalk/trail.
8. The Revised Preliminary Plat drawing being updated as necessary to address remaining staff comment prior to proceeding to City Council.
9. The Applicant acknowledging that before any building permits will be issued for construction of any dwelling structures within Woodland Estates Plat 1, a Final Plat must be recorded. Permits associated with the installation of site utilities may be issued.
10. The Applicant constructing and receiving City approval and acceptance of all public improvements or providing surety for all public improvements prior to City Council consideration of the associated final plat. In the event that surety is provided, City Council

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acceptance of the public improvements shall occur prior to issuance of any occupancy permit, including temporary occupancy for any dwelling constructed.

11. Prior to issuance of any building permits for construction, available water, and appropriate vehicle accesses to the satisfaction of the City's Fire Marshal shall be available.
12. The Applicant providing the following, prior to City Council consideration of the associated final plat:
  - a. Surety for buffers and sidewalks.
  - b. Payment of all fees, including fees related to streetlights, street signs, sewer cap charges and water connection fees.
  - c. All legal agreements and easements, including Parkland Dedication Agreement.
  - d. Executed Storm Water Management Facility Maintenance Agreement. Certification letter and as-built drawings shall be required to be provided prior to issuance of any occupancy permits, including temporary occupancy permits for any of the last five (5) dwellings constructed within this Phase 1 development area.

Vote: Conlin, Crowley, Davis, Drake, Hatfield.....Yes  
Andersen, Costa.....Absent

Motion carried.

### **Item 4d – Railroad Park Restrooms, 425 Railroad Place – Approve Level 2 Minor Modification to Site Plan to allow construction of a new restroom facility – City of West Des Moines Parks and Recreation Department – MML2-005234-2021**

Dave Sadler, Superintendent of Parks & Recreation for the City of West Des Moines, with Kevin Conn, Project Manager and Landscape Architect for the City of West Des Moines, presented the application for a new restroom facility to replace the existing porta-potty located at 425 Railroad Place. Due to the fall music schedule for the adjacent Valley Junction Depot, and approvals needed from City Council due to the moratorium against any new construction in the Valley Junction Historic Business District, construction is not anticipated to begin until late fall 2021. Mr. Sadler presented sketches of the new facility, which will contain two urinals in the men's section, 2 stalls in the women's section, and a family room in the center. Mr. Sadler also noted architectural details which will match the adjacent depot building.

Bryce Johnson, Development Services Planner, stated he had nothing to add and recommended approval.

Vice Chair Drake 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 Conlin, seconded by Commissioner Hatfield, the Plan and Zoning Commission approved a resolution recommending approval of the Level 2 Minor Modification to Site Plan, subject to the applicant meeting all City Code requirements.

Vote: Conlin, Crowley, Davis, Drake, Hatfield.....Yes  
Andersen, Costa.....Absent

Motion carried.

### **Item 5 – Staff Reports**

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### **5a – Update on in-person attendance**

Development Coordinator Linda Schemmel provided an update regarding the in-person attendance required for Commissioners, noting that exceptions are allowed for travel out of the metro area, and illness/quarantine.

### **5b – Employment policy**

Development Coordinator Schemmel provided an updated excerpt from the City Handbook, noting the addition of Board and Commission members to the clause regarding employment of employee relatives.

The next meeting is scheduled for Monday, September 13, 2021.

### **Item 6 – Adjournment**

Vice Chair Drake adjourned the meeting at 5:46 p.m.

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Jennifer Drake, Vice Chair

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Jennifer Canaday, Recording Secretary