



# Historic West Des Moines Master Plan Steering Committee – 2021 Update

Wednesday, August 30, 2021 5:00 pm to 6:30 pm

**Virtual Meeting**

**Join by Phone**

**515-207-8241**

**Phone Conference ID: 403 798 372#**

## AGENDA

- I. Chair calls meeting to order – called to order at 5:06
  - a. Attendance
    - i. Committee members
      1. Scott Hatfield
      2. Mitchell Callahan
      3. Nate Hon
      4. Nan Earll
      5. Vicky Long Hill
      6. Cleo Underwood
      7. Debbie Westphal Swander
      8. Julie Eliason
      9. Meredith Wells
      10. Mark Veiock
      11. Scott Cutler
      12. Katherine Harrington
      13. Steve Frevert
      14. Renee Hardman
    - ii. Staff Members
      1. Clyde Evans

2. Brad Munford
3. Christine Gordon

iii. Guests

1. None

II. Committee Approves the Agenda – all in favor – no opposed

III. Review and discuss Master Plan Update Proposal

- a. Clyde asked Committee if there was anything missing from the proposal from Teska –
  - i. Nan – Teska goes out to December 2022 – doesn't help us stop any tear downs or future apartment buildings – Clyde said it is reasonable timeline based on the amount of work we are asking them to do. He cited the design guidelines we have asked for and that those would be done by end of June 2022. Nan expressed frustration that this process is taking too long. Renee stated that a quality product as quickly as possible is important. But quality must come first. Otherwise, we will be doing this again soon to fix problems. She asked to hear other committee members thoughts. Nan saw this as a process to only change zoning. Renee asked the committee because she heard at City Council it was more than zoning.
  - ii. Steve F. stated we already approved the scope of work at the last meeting and tonight is about the proposal from Teska. Please let's not to rehash the scope of work
  - iii. Debbie – We are not in the same place we were before. People are involved now. It is a time to accomplish good things. Not to be rushed.
  - iv. Julie - we all want to get some peace about the evolution of Valley Junction. We must do our due diligence, be objective, give reasons for changes. It may have to take longer than we'd like to get all the steps done to unify the area. But we should look for all opportunities to expedite the process.
  - v. Katherine – Valley Junction is an incredible, loving vibrant community that attracts people to our district. What that looks like in the future might look a bit different for each person – like a work of art – people like all different things. It is good we are going through this process – we all want the same thing in the end. Where are we going to be in 10, 20 or 100 years. What do we want our city to look like for our grandchildren? Let's continue to think about that through this process.
  - vi. Renee - reflecting on the past 4 years – getting this master plan going is one of the the biggest accomplishment I have seen – it happened because city council listened

to the community. City Council is going to listen, staff is going to report to City Council. This will be a collective effort of a diverse group of people. She is proud of this group for being so diverse. Everyone is not going to get what they want in the end.

vii. Debbie – diversity of opinion is so important. We need to marry all opinions together into a cohesive plan

viii. Vicky- I suggest that Teska revisit the topic of legal nonconforming properties and such impact on the Valley Junction area. Although, Teska made recommendations related to this subject matter in its first report, to the best of my knowledge and evidence demonstrates that the suggestions were not followed. The City admits that not all of the plan as previously presented was addressed nor completed. Please ensure that this is included. I'm sure the City wants matters, issues, and concerns that relate to **all** its citizens to be fairly heard and seriously reviewed by Teska.

(NOTE: During the online meeting, we had some technical difficulties and Dr. Long Hill was not able to make comments on the RFP. The comments above was submitted to staff by Dr. Long Hill via email.)

b. Meredith – asked if there are any questions about the proposal

i. Meredith – Budget – Building Analysis – only taking 2 work hours for this step – Meredith thought that might be too small. Clyde – we will ask Teska for further clarification – We think they may be using the previous analysis done by Jacobson or they possibly could be starting from scratch

c. Clyde –

i. One P&Z and one City Council – Staff is going to ask for additional meetings presenting to P&Z and City Council

ii. Staff felt it was a solid proposal

iii. Discussion of an article by Small Nation – Clyde spoke of this subconsultant (Small Nation) – grass roots efforts by this company

1. Nan- thought this article was very good

d. Brad

i. Page 17 – scope of work – optional ambassadors' program – staff wants the Steering Committee to be the ambassadors. He reiterated how important the Steering Committee is to the success of this update. The Committee needs to reach out to their groups/people to communicate work of the Update.

- e. Meredith asked if there are any more comments, particularly from residents - none
- f. Vote to approve the proposal based on the few changes that staff will forward to Teska -  
Motion by Mitchell, Seconded by Katherine – all in favor, no opposed, no abstentions

IV. Next Steps –

- a. Staff is meeting with Teska tomorrow
  - i. Will get a date for the first meeting between Teska and Steering Committee
- b. Teska proposal goes to City Council on September 7<sup>th</sup> for approval of contract

V. Adjourned at 5:39 pm

Handouts

- Teska Associates Master Plan Update proposal
- Master Plan Update Scope of Work
- Small Nations Article

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Master Plan on Website: <https://www.wdm.iowa.gov/government/community-economic-development/historic-west-des-moines-master-plan>