



Historic West Des Moines Master Plan Steering Committee – 2021 Update

Wednesday, September 15, 2021 4:30 pm to 6:30 pm

MINUTES

AGENDA

- I. Chair calls meeting to order – called to order at 4:35 pm
 - 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. Meredith Wells
 9. Mark Veiock
 10. Steve Frevert
 11. Ralph Haskins
 12. Julie Eliason – via Teams
 13. Steph Trannel – via Teams
 14. Katherine Harrington – via Teams
 - ii. Staff Members
 1. Clyde Evans
 2. Brad Munford
 3. Christine Gordon

- iii. Consultants
 - 1. Mike Hoffman, Teska
 - 2. Erin Cigliano, Teska
- iv. Guests
 - 1. Kay Schiller – via Teams
- II. Committee Approves the Agenda – no changes
- III. Approval of Minutes
 - a. Approval of minutes from August 11th – Add Steve Frevert as an attendee – First by Cleo Underwood, Seconded by Ralph Haskins – all approved
 - b. Approve of Minutes from August 30th – add Vicky Long Hill’s comments to the minutes – First by Scott Hatfield, Seconded by Nate Hon – all approved
- IV. Opening Statement is read for all in attendance – read by Meredith Wells
 - a. Introductions of Steering Committee members
- V. Citizen Forum –
 - a. Nick Waage – 136 3rd Street – wants to know why the meetings are not posted on the City’s website. Also wants all the information is emailed out to the list of people from the June public meeting. Staff stated that was an oversight and would post and email in the future. City staff will post meeting agendas on the City’s website and City staff will email information out to the email list collected at the June public meeting.
- VI. Review and discuss Proposal for restroom facility at Railroad Park.
 - Sally Ortgies, Dave Sadler, Kevin Conn City of West Des Moines, Parks and Rec.
 - 1999 – original site plan approval for Railroad Park – the architecture for the Park, used that as a guide for the design of this restroom structure – goes to City Council on Monday September 20th to order construction – that allows staff to release the plans for bidding for construction – want to have this construction to have little interruption to events in Railroad Park
 - Chris Wernimont and Michael Stanley – Studio Melee – architects – 430 sq ft bathroom structure – men and women’s restrooms with multiple stalls, family restroom, year-round structure – will be reusing some existing landscaping and respectful of existing trees –
 - Vicky Long Hill – Security at existing parks – Sally says there is contract security that goes to check parks, this building will have ability to have cameras added

in the future, and these doors can be automatically locked. Chris Wernimont says good lighting on the building and site lighting

- Ralph Haskins – Concern about the architecture and wishes it had a historical twinge to it. He believes the polycarbonate materials are more expensive than brick and will not long very long. Concerned the lit areas will attract bugs. Would like some public art and history included in the building. He asked about the fence on the west side of the site – Chris Wernimont said the fence is existing as a buffer between the road and pedestrians. Chris Wernimont said – the large overhang and tree coverage will protect the polycarbonate from yellowing.
- Nan Earll – rather see windows than the polycarbonate
- Mark Veiock – embellishment on the walls with some history and/or art is a good idea
- Chris Wernimont – the proposed brick on the building is to match brick on the existing pavilion and arch
- Steve Frevert – what are these reliefs example at Iowa State – Ralph Haskins explained the process – a picture put into the brick. Is this committee being asked to approve this as is? Sally Ortiogs – yes, this committee can approve as is or the committee can make recommended changes
- Debbie Westphal Swander – okay with the brick matching existing. Likes the idea of including art on the walls – used the example of train in Nebraska in brick
- Talked about having light in the building in another way besides the polycarbonate
- Motion by Ralph Haskin – Motion to approve with changes – get rid of polycarbonate panels and take brick to the top – add relief panels on east and west walls for artwork. Ralph's rescinds the motion
- Steve Frevert – likes the polycarbonate because it breaks up the brick
- Ralph – motion would like light into the building but not the polycarbonate – alternate materials for light. Nate Hon seconds
 - Earll – yes
 - Frevert - no
 - Callahan - no

- Underwood – no
 - Hatfield – no
 - Hon– yes
 - Wells – no
 - Veiock – yes
 - Long Hill – no
 - Haskins - yes
 - Harrington – no
 - Eliason – no
 - Trannel – no
 - Westphal Swander - no
 - Yes – 4, No – 9 - Motion does not pass
- Ralph – Motion have the addition of art incorporated into the exterior design of building at a later date – seconded by Nate
 - Earl – yes
 - Frevert - yes
 - Callahan - yes
 - Underwood – yes
 - Hatfield – yes
 - Hon – yes
 - Wells – yes
 - Veiock – yes
 - Long Hill – abstain
 - Haskins - yes
 - Westphal Swander - yes
 - Harrington – yes
 - Eliason – yes
 - Trannel – yes
 - Motion carried – 13 yes, 1 abstained

VII. Introductions and discussion of the Historic West Des Moines Master Plan update.

– Consultant, Mike Hoffman, Teska Associates Inc.

- Opening Introductions + Project Overview

- Consultation team – Teska, Baur Latoza, Small Nation
- Project Scope and Timeline
 - HWDM Today – now until the end of the year
 - Vision – first half of 2022
 - Implementation & Approval – last half of 2022
 - Community Engagement throughout
 - Accelerate design guidelines and zoning, ready for approval in June 2022
- Getting the Word Out
 - Engagement Overview: website, workshops, interviews, focus groups, events
 - Community Ambassador Program: In handout
 - Project website: streamlining efforts/building off prior website and email followers: www.historicwdm.com
 - Email list: ask everyone to share list of emails so Teska can invite them to follow the project and get involved.
 - Door hangers with website QR code and project info
- Facilitated Discussion + Mind Map
 - The Anatomy of Community Character in Historic WDM – activity done with Committee by Mike & Erin

VIII. Adjourned at 6:53 pm

Handouts

- Site plans for restroom facility at Railroad Park
- Historic West Des Moines Master Plan update RFP
- Teska Associates Inc. proposal response to the RFP
- Signed Contract with Teska Associates Inc.
- Community Ambassador Program – from Teska
- The Anatomy of Community Character – from Teska

Staff Contacts:

Community & Economic Development – 515-273-0770
 Brad Munford – brad.munford@wdm.iowa.gov
 Clyde Evans – clyde.evans@wdm.iowa.gov
 Christine Gordon – christine.gordon@wdm.iowa.gov

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