

**BOARD OF ADJUSTMENT MEETING MINUTES**

BOA\_AF\_12-15-2021

Vice Chair Pfannkuch called to order the December 15, 2021, regularly scheduled meeting of the Board of Adjustment at 5:30 p.m. in Council Chambers, West Des Moines City Hall, located at 4200 Mills Civic Parkway, in West Des Moines, Iowa, and electronically through Zoom.

Roll Call: Blaser, Cunningham, Pfannkuch.....Present  
Christiansen, Stevens.....Absent

**Item 1 – Consent Agenda**

**Item 1a – Minutes of November 3, 2021**

Vice Chair Pfannkuch asked for any corrections to the meeting minutes of November 3, 2021. Hearing none, Vice Chair Pfannkuch declared the minutes approved as presented.

**Item 2 – Old Business**

There were no Old Business items.

**Item 3 – Public Hearings**

**Item 3a – West 48 Conference Center, 1601 48<sup>th</sup> St, Suite 200 – Approval of a Permitted Conditional Use Permit to allow operation of an event venue – Blue Compass Interactive LLC – PC-005411-2021.**

Vice Chair Pfannkuch opened the public hearing and asked the Recording Secretary to state when the public hearing notice was published. The Recording Secretary stated that the notice was published on November 26, 2021, in the Des Moines Register.

Moved by Board Member Cunningham, seconded by Board Member Blaser, the Board of Adjustment accepted and made a part of the record all testimony and documents received at this public hearing.

Vote: Blaser, Cunningham, Pfannkuch .....Yes  
Christiansen, Stevens.....Absent

Motion carried.

Cary Coppola, Blue Compass Interactive LLC, 1501 48<sup>th</sup> St, Suite 100, with Drew Hardin, co-founder of Blue Compass, presented their application for permitted conditional use. He provided a brief history of the design and use of the space, informing that their lease agreement with Knapp Properties includes several governing conditions pertaining to parking and disallowing the preparation of food onsite. Mr. Coppola clarified that the event space is in suite 100. They have been operating since late 2019. He noted the space was

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designed with three small conference areas, a large open area, and a small kitchenette. The space is flexible to allow the users to set up as needed for their event. Many groups use the space, including the West Des Moines Chamber of Commerce.

Board Member Cunningham asked if they are in agreement with staff conditions of approval as listed. Mr. Coppola stated they are in agreement with the conditions stated by staff. Regarding the parking condition, he noted that their parking is regulated by a lease agreement with the building owner. He stated they followed the office building code when they included the kitchenette with small sink, garbage disposal and residential dishwasher. According to the requirements for event center occupancy, the dishwasher and garbage disposal will be removed and a small handwashing sink will be installed. Mr. Coppola clarified that food is not prepared onsite. Blue Compass provides coffee, pop and water through a vendor service, and event users are allowed to bring in boxed lunches which are discarded. No food preparation is allowed as part of their building lease agreement. No alcohol is provided. A third party requested a liquor license for an event, but Blue Compass does not provide alcohol. The dishwasher is used only for coffee mugs and water glasses.

Linda Schemmel, Development Coordinator, explained that the WRA regulations pertaining to the Fats, Oils and Grease ordinance are beyond the scope of approval allowed by the Board of Adjustment or City Council, and will have to be addressed by the applicant directly with the WRA. Mr. Coppola agreed that they will work through those requirements with the WRA.

Vice Chair Pfannkuch asked for any other questions or comments from the audience.

Tyler Price, Knapp Properties, 5000 Westown Parkway, West Des Moines, stated his support of this use request, noting that Blue Compass has been an excellent tenant to work with and that they have been abiding by the conditions imposed as part of their lease agreement pertaining to parking and excluding food preparation onsite.

As there were no additional comments from the audience, Vice Chair Pfannkuch declared the public hearing item closed.

Bryce Johnson, Development Services Planner, summarized the conditions of approval, concluding that staff recommend approval of the request. He noted that event size is regulated by the building owner to correspond with available parking. Adjacent and off-site parking has been made available by the property owner to include additional lots also owned. Providing parking across a street conflicts with City parking requirements, therefore managers of the Event Center would need to provide a shuttle for users of that parking location or present a petition to City Council asking that this requirement be waived if they wish to use this lot for events. For condition of approval number 2, the applicant will need to remove the garbage disposal and dishwasher or install a grease interceptor.

Vice Chair Pfannkuch asked for continued discussion or a motion and a second for this item.

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Moved by Board Member Pfannkuch to approve the request with staff conditions, seconded by Board Member Cunningham .The Board of Adjustment adopted a resolution to approve the permitted conditional use permit.

Vote: Blaser, Cunningham, Pfannkuch .....Yes  
Christiansen, Stevens.....Absent

Motion carried.

**Item 4 – New Business**

There were no New Business items.

**Item 5 – Staff Reports**

The Board approved the proposed 2022 meeting schedule.

**Item 6 – Adjournment**

Vice Chair Pfannkuch asked for a motion to adjourn the meeting.

Moved by Board Member Blaser, seconded by Board Member Cunningham, the Board of Adjustment meeting adjourned at 5:52 pm.

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Michele Stevens, Chairperson

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Jennifer Canaday, Recording Secretary