

**CITY OF WEST DES MOINES
DEVELOPMENT AND PLANNING
CITY COUNCIL SUBCOMMITTEE MEETING
Training Room**

Monday, April 3, 2023

Attending:

Council Member Matt McKinney
Council Member Renee Hardman
City Manager Tom Hadden
Deputy City Manager Jamie Letzring
Assistant City Attorney Jessica Grove
Development Coordinator Linda Schemmel

Principal Engineer Ben McAlister
Planner Karen Marren
Planner Brian Portz
City Engineer Brian Hemesath

Guests: - none

The meeting of the Development and Planning City Council Subcommittee was called to order at 7:30 AM.

1. Design Guidelines

Development Coordinator Linda Schemmel summarized the request for feedback from the committee regarding the development of design guidelines. Planner Karen Marren noted that the recent comp plan amendment has built in more flexibility and explained that design guidelines are being created which will ensure a standard to be applied across the City. Staff will use these non-codified guidelines to educate developers and residents embarking on projects as early in the process as possible to save costs for the builder.

It was noted that stakeholders have been vocal about wanting assurances that adjacent builds will be held to the same level of standards and quality in order to protect their investment.

Council Member Hardman expressed her approval of the approach, the transparency, and providing information early in the process.

Council Member McKinney agreed that transparency and flexibility are very important, as well as saving cost to the builder. He asked if a design book would be created, or how these would be presented.

Development Coordinator Schemmel explained these will be documents presented at pre-application meetings and early in the review process. While these guidelines are not City requirements, they do provide guidance at the design stage, providing a system to work collaboratively with the developer to create a product that works for both parties.

Assistant City Attorney Grove inserted that there's a tie back to the comp plan regarding design expectations. Some of the developments will have specific guidelines just for their development, pertaining to architectural design.

Development Coordinator Schemmel added that the city's evaluation of architectural design a negotiation, balancing the design intent of the city, keeping in mind the cost to the project and functional requirements of building with the end result being a building that will fit the area.

These strategies are also one of the tools noted in the Comprehensive Plan that can be used to blend transitional areas such buildings with different heights and intensities.

Council Member McKinney asked when these guidelines would go into effect. Ms. Schemmel explained that there will be a process over the next several months soliciting feedback from developers and design professionals, drafting the guidelines, and presenting them to the Planning and Zoning Commission and City Council for final acceptance.

2. Upcoming Projects – A map was provided with a brief description of each.

- a. Stone Cross Lawn & Landscape, 3410 SE 22nd St: Rezoning from Professional Commerce Park (PCP) to Light Industrial (LI) and, a Permitted Conditional Use Permit for Outdoor Storage and A Major Modification for Site and Building Improvements – ZC-005946-2023, PC-005971-2023, and MaM-005916-2023
- b. Snack Shack, 544 4th Street: BOA review to allow a convenience store without gas pumps in an existing building – PC-005970-2023

There was a brief discussion pertaining to the application of the Valley Junction Historic design guidelines developed by the Community and Economic Development department within the broader all-City design guidelines developed by Development Services, and those guidelines specific to PUD areas and Overlay Districts.

3. Minor Modifications & Grading Plans

- a. Hampton Inn, 7060 Lake Drive: Minor Modification for Building Facades – MML1-005962-2023
- b. Residential Deck, 1005 Cedar Circle: Minor Modification to add a new deck onto a dwelling unit within a 3-unit residential building – MML1-005968-2023
- c. Courtyards at Sugar Creek, 776 S 100th St: Fence on footprint lot – MML1-005963-2023
- d. US Cellular, 627 S 19th Street: install 6 LTE antenna and related equipment – MM-005965-2023

4. Other Matters

None

The meeting adjourned at 7:57 AM. The next regularly scheduled Development and Planning City Council Subcommittee is April 17, 2023.

Linda Schemmel, Development Coordinator

Jennifer Canaday, Recording Secretary
