



PLANNING AND ZONING COMMISSION

MINUTES OF REGULAR MEETING

May 14, 2019

6:00 P.M.

1.-2. The meeting was called to order by Chairperson Josh Rabe and on roll call the following members were present:

Josh Rabe
Misty Soldwisch
Al Farris
Erin Freeberg
Sarah Ritchie
Becky Needles

Commission Members Absent: Jeromy Pribil, Joe Butler, Ron Fridley, Rob Ormsby

Staff Present: Charlie Dissell, Kristin Brekelmans

Public Present: Melissa Hills, Larry Pierce

3. Chairperson Rabe requested approval of the agenda for this evenings meeting, May 14, 2019. Agenda was approved on a motion made by Commissioner Needles and seconded by Commissioner Farris. Question was called for and on a voice vote, Chairperson Rabe declared the motion carried unanimously. 6-0

4. Chairperson Rabe requested approval of the minutes from the March 12, 2019 meeting. The minutes were approved on a motion made by Commissioner Ritchie and seconded by Commissioner Needles. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously. 6-0

5. Chairperson Rabe asked if there were any from the public that would like to speak on an item not listed on the agenda. Hearing none, Chairperson Rabe moved to the next item on the agenda.

6.A Review and request approval of proposed Planning and Zoning Commission Rules and Regulations.

Mr. Dissell explained the proposed Rules and Regulations that have been reviewed in previous meetings, explaining that the number of members on the board will be taken out and re visited at another time, such as when the next term is up, and that member decides not to continue the Commission. This will give an opportunity for the Commission to discuss and decide whether they want to continue with the number they would currently have at that time of 9 or if they are wanting to add two commissioners to the board to make 11.

Commissioner Farris asked if this would need to be approved by the City Council. Mr. Dissell responded, no.

Chairperson Rabe asked Commissioners if they had any additional items that they would like to have changed or had any comments they would like to make. Hearing none, Chairperson Rabe requested a motion to be made.

Motion was made to approve the Planning and Zoning Rules and Regulations by Commissioner Soldwisch and seconded by Commissioner Ritchie. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously. 6-0

7.A Consider request from Chad and Christine Keller for a vacation and conveyance of the east/west alley lying between 204 and 206 North Jefferson Way.

Mr. Dissell presented this request to the Commission. Staff recommends approval of the alley vacation.

Commissioner Farris asked about the quantity of the block this vacation would consist of. Mr. Dissell responded that it would be just over half of the alley block.

Larry Pierce of 2400 86th Street in Urbandale, stood to speak regarding the vacation as he has rental properties that he owns abutting to and around the alleyway. Mr. Pierce explained to the Commission that he is against this vacation because one of the lots has been empty for some time, and he has a trailer that he would not be able to get into his garage if he is not allowed to use this part of the alley.

Chairperson Rabe asked if there were any others from the public that would like to speak on this, hearing none, a call for motion was made.

Motion was made by Commissioner Needles to approve the vacation of the east/west alley lying between 204 and 206 North Jefferson Way. This motion was seconded by Commissioner Farris. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously 6-0.

7.B Consider request from Civil Engineering Consultants, Inc., on behalf of Doering Properties, LLC for Final Plat approval of the Quail Meadows Townhomes.

Mr. Dissell presented this request to the Commission reporting that this began with the review of the preliminary plat back in January of 2019 and a waiver was approved for the depth to width ratio. A buffer easement was also included on the west side of the plat. They requested a vacation of the buffer easement. Staff recommended approval of the Final Plat.

Commissioner Farris asked about overflow parking and if any changes had been made to the Final Plat.

Melissa Hills, C.E.C. with Civil Engineering Consultants, Inc stood before Commission to speak regarding the Final Plat. Ms. Hills responded to the question regarding parking by stating that each lot had a two-car garage, and the driveway would also hold two cars, for a total of 4 car parking.

Chairperson Rabe asked if there were any others from the public that would like to speak on this, hearing none, a call for motion was made.

Motion was made by Commissioner Needles to approve the Final Plat of Quail Meadows Townhomes. This motion was seconded by Vice Chair Soldwisch. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously 6-0.

7.C Consider amendment to Chapter 165 (Zoning Regulations), regarding notification procedures and timeliness of items brought forward to the Planning and Zoning Commission, Board of Adjustment and City Council.

Mr. Dissell presented this request to the Commission and recommended approval to reduce the notification time from 15 days to 10 days allowing the City to shorten deadlines.

Commissioner Farris questioned the reasoning behind changing the notification process regarding the newspaper. Mr. Dissell explained how other more effective methods such as social media and online, will be used and will continue to include mailing notifications to neighbors when required by State Code.

Chairperson Rabe asked if there were any others from the public that would like to speak on this, hearing none, the motion was made by Commissioner Ritchie to approve the amendment to Chapter 165 regarding notification procedures and timelines. This motion was seconded by Commissioner Freeberg. Question was called for and on voice vote, Chairperson Rabe declared the motion carried 5-1. Commissioner Farris opposed the amendment.

7.D Consider amendment to Chapter 165 (Zoning Regulations), regarding Bed and Breakfasts.

Mr. Dissell presented this request to the Commission explaining the definition of Bed and Breakfast is currently inconstantly defined in Chapter 165. The proposed regulations would bring further consistency to Bed and Breakfast regulations, specifically in the R-1 Zoning District. Bed and Breakfast in the R-1 Zoning District will still be required to go to the Board of Adjustment for approval. Staff recommended approval of the amendment.

Vice Chair Soldwisch explained her experience with a specific property within the R1 zoning that this amendment would positively effect. She explained to other Commissioners a brief history of the building that could benefit by being utilized under this amendment.

Commissioner Farris asked questions regarding parking and the requirement of being within 600 feet from Simpson College or in a lot of at least 3 acres. Commissioner Farris also questioned the remarks regarding the term "apartment."

Motion was made by Commissioner Farris to approve the amendment to Chapter 165, regarding Bed and Breakfasts with the condition of language modification that the term "apartment" is added to the first sentence of the amendment. This motion was seconded by Commissioner Needles. Question was called for and on voice vote, Chairperson Rabe declared the motion carried unanimously 5-0. Vice Chair Soldwisch abstained from voting.

8. Other Business

Mr. Dissell provided updates to the Commission regarding current projects including: progress on subdivisions and preliminary plats. Also included was an invitation to the Square Street Scape Open House. The Planning and Zoning Workshop was discussed in appreciation for the information and training that was provided regarding motions.

Kristin Brekelmans presented Commissioners with copies of the training materials for review, for those that were not able to attend the Planning and Zoning Workshop. Building Permit reports for April 2019 were also presented and discussed.

8. Adjournment

Meeting adjourned on a motion by Commissioner Needles and seconded by Commissioner Freeberg.



Josh Rabe, Chairperson



Charlie Dissell, Director of Community Development

