



Historic West Des Moines Master Plan Steering Committee – 2021 Update

Wednesday, June 29, 2022, 4:30 pm
MINUTES

- I. Chair calls meeting to order – called to order at 4:36 pm
 - a. Attendance
 - i. Committee members
 1. Nate Hon
 2. Meredith Wells
 3. Mark Veiock
 4. Scott Hatfield
 5. Scott Cutler
 6. Katherine Harrington
 7. Vicki Long Hill
 8. Cleo Underwood
 9. Mitchell Callahan
 10. Ralph Haskins
 11. Julie Eliason – via Teams
 12. Debbie Westphal Swander – via Teams
 13. Renae Johanningmeier – via Teams
 14. Steph Trannel – via Teams
 - ii. Staff Members
 1. Brad Munford
 2. Christine Gordon
 3. Clyde Evans
 - iii. Consultant
 1. Mike Hoffman – Teska
 2. Erin Cigliano – Teska

iv. Guests

1. Kelly Wilson
2. Nick Waage
3. MJ Hoag
4. Lola Meyers
5. Jennifer Hampton
6. Linda Hurley
7. Helen Rodish
8. Felicia Coe
9. Loretta Hansen
10. Tom Hyde
11. Amanda Grutzmacher
12. Victoria Veiock
13. Kay Schiller
14. Kevin Goodlaxson

- II. Committee Approves the Agenda - with the change of moving Citizen Forum after reading of Opening Statement – Motion by Mitchell Callahan, Seconded by Nate Hon – all in favor
- a. Nate Hon – would like the citizen forum moved to the beginning.
 - b. Debbie Westphal-Swander – wants to know why the citizen forum was moved to the end. When someone has to wait 2 ½ hours to comment that makes a statement she is not comfortable with. She feels anyone can make an opening statement if they wish.
 - i. Meredith Wells – It felt if Teska is able to make their presentation first that will answer many of their questions.
 - ii. Clyde Evans – Citizens forum is meant for topics that are not on the agenda and citizens have their opportunity to talk during items on the agenda when that topic is discussed.
 - iii. Brad Munford – there are consistencies with this agenda and City Council. The idea is people are able to speak to a particular topic after it's been presented with information.
 - c. Nate Hon – Made Motion to move citizen forum to the beginning, seconded by Mark Veiock.
 - i. Meredith Wells - to clarify if anyone has a topic to discuss not on the agenda it can be stated during citizen forum and citizens can speak about an agenda item when that item is happens.
 - ii. Vote on Motion – 8 - Yes; no – 2
 - d. Motion made by Mitchell Callahan, seconded by Nate Hon to approve agenda with the change of moving Citizen Forum to after Opening Statement – all in favor
- III. Approval of June 1, 2022, minutes

- a. Debbie Westphal-Swander – would like the note about her not being present for the vote was because she was dropped from the Teams calls. She was present for the majority of the meeting.
 - b. Motion to approve the minutes with the change - motion by Mark Veiock, seconded by Ralph Haskins – all in favor, Scott Hatfield abstained
- IV. Opening Statement is read for all in attendance – Read by Meredith Wells
- V. Citizen Forum
- a. Amanda Grutzmacher – 516 4th Street – Heard there was a petition that “everyone” in the area had signed. I did not sign this petition. I am supportive of the Transitional Zoning of the area. I do not want to have parking lots in our area
 - b. Helen Rodish – there is an area that is not being discussed and she would like them to be:
 - i. What does day care have to do with government?
 - ii. Code enforcement – noise (dumpsters late at night), loud traffic – how can residents
 - iii. She will get her list to Clyde to address at a future date
 - c. MJ Hoag – talk about 1st Street – He presented his PowerPoint slides about traffic along 1st Street and pedestrian traffic flow.
- VI. Discussion of Design Guidelines for the Mixed Industrial District – Teska
- a. Teska presented the slides dated 6-29-2022
 - b. Committee Discussion of Mixed Industrial District Design Guidelines
 - i. Ralph Haskins – like these ideas – is it possible to have a phase in plan for these ideas? Beautification of Railroad?
 - ii. Katherine Harrington – Pleased with this presentation. Represents businesses that are looking for employees. This give our community more options. Attract a great workforce. Like the coworking space.
 - iii. Nate Hon – Asking Vicki Long Hill – do you have concerns about this from a resident’s viewpoint?
 - iv. Vicki Long Hill – both Cleo Underwood and I growing up here and still living in this area. Excited to see uniform plan and use for the area. Like the eclectic, outside storage are all issues – all of these are being addressed in this plan. Code enforcement is a big issue – is lacking in Valley Junction. Buffers are needed and code enforcement to go with buffer requirements. Would like the Railroad Avenue Design Guidelines revisited.
 - v. Nate Hon – business that back up to residents – what do the residents want in this area?
 - 1. Vicki Long Hill – would prefer one story. Definitely a noise issue with trash and that’s code enforcement
 - vi. Meredith Wells – question about the uses listed for area – are they for both north and south of Railroad? Some recreation businesses require height to provide their services.

1. Mike Hoffman - more of the social events would be south of Railroad. Up to 30' allowed or 2 story, whichever is higher.
- vii. Debbie Westphal Swander – on Foundry – how tall is it and what is square feet & what about Chow gymnastics?
 1. Clyde Evans – 60 feet tall and 35000 square feet for the Hall; Chow is ~24 feet tall
- viii. Nate Hon – how do we make this happen?
 1. Mike Hoffman – the City economic development staff will need to be a champion to this idea and go out to gather business to bring them here
 2. Clyde Evans – the City can develop programs to encourage this type of development/businesses
- ix. Mitchell Callahan – what about lighting requirements? Why dictate open space? What about flooding? Like the brick and natural materials – ratio of materials and more specifics
 1. Clyde Evans – in this area the City has certain requirements around lighting in the zoning code. A lighting plan must be submitted and approved.
 2. Brad Munford – open space – storm water management and green space rather than too much concrete
 3. Vicki Long-Hill – the dike and flood wall has helped, backflow preventers have helped as well
- x. Vicki Long Hill – paving of the alleys continues to be a challenge – resolution by City Council from 1996 said they would be paved - 10th Street, 11th Street, and 12th Street – had to go through phases prior to paving – they have gone through first two phases – still waiting on the final paving. If you have businesses using the alleys, they are supposed to pave those alleys.
 1. Clyde Evans – need a sign off for City to get right of way to pave alleys – that held up parts of the project. Engineering is saying it will be done next year.
- xi. Meredith Wells – are their requirements for parking in these?
 1. Mike Hoffman – continue to use the existing code for this area that does require parking depending upon use
- xii. Vicki Long Hill – Parking along 5th Street – is overnight parking allowed along 5th Street? Doesn't think it is currently allowed.
 1. Clyde Evans – he does not know the code along 5th Street but can look into it.
 2. Meredith Wells – Let's move that topic to the next meeting so we stay on topic
- c. Public Comment period on Mixed Industrial Area
 - i. Helen Rodish – alley between 11th & 12th stating they cannot secure a contractor to do the work. Against 2 stories in this area north of Railroad Avenue. Okay on the south side of

Railroad. Between two business now and concerned about lots behind her property and across the street. What is the code for 24 hour businesses and the noise they create?

1. Mike Hoffman – Up to 30 feet is allowed currently. What is being proposed is not any different. On a 50-foot lot you cannot meet the 20 foot setback so you'd be limited to a single story or 15 feet height.
 2. Clyde Evans - we are not proposing to change anything that is currently in code. Any new development would need to meet the current setbacks. Anyone who does operations they must abide by the noise ordinance.
- ii. Kelly Wilson – the owner at the end of 12th Street – fence along Richard's lot – what is going to happen with that lot? The owner has the temporary pods on his lot. Kelly Wilson does some commercial stuff out of his home and a business across the street parks cars for multiple days at a time on the street taking up parking. He would like a mow strip along Railroad as it is difficult
1. Nate Hon – are storage units allowed in this area?
 - a. Brad Munford – temporary storage is allowed and difficult to enforce
 - b. Mike Hoffman – mini storage – could not do it north of Railroad but it is allowed south of Railroad
- iii. Linda Hurley - are we allowing 3 story in VJ?
1. Clyde Evans – clarified she is asking about 5th Street and explained the height code as part of the development guidelines.
- iv. Debbie Westphal-Swander – adjacent to Holiday Park – is this going to stay the same? What are we doing to preserve the housing in this area?
1. Clyde Evans – yes we are not proposing any changes to that area. Anything new in this area must meet the setback requirements and screening.
 2. Meredith Wells – could be an opportunity for artwork and murals to transition this area
 3. Erin Cigliano – agree this could be an art walk along this area
- v. Julie Eliason – Holiday Park – this will be challenging – as a baseball parent we care about shade. Already we see the Water Works and is kind of cool as an industrial area. Support maker spaces and embracing industrial uses.
- d. Mixed Industrial South of Railroad – 60' height – Motion to approve height maximums for Mixed Industrial South of Railroad Avenue – by Mitchell Callahan, seconded by Julie Eliason
- i. Roll Call Vote -
 1. Nate Hon - yes
 2. Meredith Wells - yes

3. Mark Veiock - yes
 4. Scott Hatfield – left meeting prior to vote
 5. Scott Cutler - yes
 6. Katherine Harrington yes
 7. Vicki Long Hill - yes
 8. Cleo Underwood - yes
 9. Mitchell Callahan - yes
 10. Ralph Haskins - yes
 11. Julie Eliason – via Teams - yes
 12. Debbie Westphal Swander – via Teams - yes
 13. Renae Johanningmeier – via Teams - yes
 14. Steph Trannel – via Teams - yes
- ii. Motion carries – 13- Yes votes, 0 - No votes, 0 - abstain.
- e. Mixed Industrial north of Railroad – must meet current setbacks - 10-foot side setback to get 15' height, 20-foot setback to get 30' height – Motion to approve height maximums for Mixed Industrial North of Railroad Avenue – by Vicki Long Hill, seconded by Cleo Underwood
- i. Roll Call Vote -
 1. Nate Hon - yes
 2. Meredith Wells - yes
 3. Mark Veiock - yes
 4. Scott Hatfield – left meeting prior to vote
 5. Scott Cutler - yes
 6. Katherine Harrington - yes
 7. Vicki Long Hill - yes
 8. Cleo Underwood - yes
 9. Mitchell Callahan - yes
 10. Ralph Haskins - yes
 11. Julie Eliason – via Teams - yes
 12. Debbie Westphal Swander – via Teams - yes
 13. Renae Johanningmeier – via Teams - yes
 14. Steph Trannel – via Teams - yes
 - ii. Motion carries – 13 - Yes votes, 0 - No votes, 0 – abstain
- f. Vicki Long Hill - Discussion of screening of outdoor storage – particularly on the north side of Railroad Avenue – ensure outdoor storage is properly screened.

- g. Mitchell Callahan – people can't put opaque fencing up against a sight line?
 - i. Clyde Evans – Yes the sign code addresses this and does not allow it
- h. Design Guidelines for Mixed Industrial Area – Motion to approve Design Guidelines for Mixed Industrial Area with the detail about semi-opaque & opaque fencing for storage – by Nate Hon, seconded by Vicki Long Hill
 - i. Debbie Westphal-Swander – What about setbacks for fencing? Areas between fencing and buildings that would be a security concern. Maximum height of fencing?
 - 1. Brad Munford – there are not setbacks for fencing; they can go along property lines. Maximum height is 8 feet.
 - ii. Roll Call Vote -
 - 1. Nate Hon - yes
 - 2. Meredith Wells - yes
 - 3. Mark Veiock - yes
 - 4. Scott Hatfield – left meeting prior to vote
 - 5. Scott Cutler - yes
 - 6. Katherine Harrington - yes
 - 7. Vicki Long Hill - yes
 - 8. Cleo Underwood - yes
 - 9. Mitchell Callahan - yes
 - 10. Ralph Haskins - yes
 - 11. Julie Eliason – via Teams - yes
 - 12. Debbie Westphal Swander – via Teams - yes
 - 13. Renae Johanningmeier – via Teams - yes
 - 14. Steph Trannel – via Teams - yes
 - iii. Motion carries – 13 - Yes votes, 0 - No votes, 0 – abstain
- VII. Mike Hoffman – will not be doing design guidelines for rest of residential area – have a pattern book. Will be looking at the commercials on the edge of Historic West Des Moines. Teska is looking at additional parking numbers and projections for the future.
- VIII. Ralph Haskins – code enforcement is something we have heard a lot about here. Can we create an action plan to address code enforcement in this area?
 - a. Clyde Evans – yes, it something that can be addressed
 - b. Meredith Wells – mentioned new city app to report code enforcement issues
- IX. Historic West Des Moines Housing Fund – Clyde mentioned the new programs introduced last week.
- X. Meeting adjourned at 7:10 pm

Handouts

- Power point slides dated June 29, 2022
- Historic West Des Moines Housing Fund - Home Improvement Program Guidelines
- Historic West Des Moines Housing Fund - Down Payment Program Guidelines

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

Project website: <https://historicwdm.com/>

Future Meetings:

July 20, 2022 – Steering Committee Meeting