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This meeting of the Grimes Planning and Zoning Commission was called to order on Tuesday March 5, 2019 at 5:38 P.M. at Grimes City Hall.

Roll Call: Present: Danielle Smid, Scott Almeida, Courtney Strutt Todd, Council Liaison Eric Johansen, Development Services Director Alex Pfaltzgraff, Building Administrator Scott Clyce, and City Engineer John Gade. Absent: Amy Montford, Craig Patterson

A. GENERAL AGENDA ITEMS

1. APPROVAL OF THE AGENDA

Motion by Smid, Second by Strutt Todd, to approve the agenda.

Roll call: Ayes-All; Nays-0 Motion passes: 3-0

2. APPROVAL OF THE MINUTES

Motion by Smid, Second by Strutt Todd, to approve the minutes from the February 5, 2019 meeting.

Roll call: Ayes-All; Nays-0 Motion passes: 3-0

3. Election of Vice-Chair for 2019 -Postponed until next meeting

B. PUBLIC AGENDA ITEMS

Preliminary Plat for Mustang Ridge Plat 1

Chris Pose, 317 6th Avenue #300 Des Moines addressed the board on behalf of the applicant.

Pose stated that this parcel is essentially the same as a previously proposed plan from about a year ago. Pose said the difference was that the south section of the previous parcel owned by Raymond Coons has been removed from the preliminary plat. FOX Engineer Gade stated that this plat is not intended to be annexed into the City. Gade said at the time of the previous proposal, there had not been an agreement with the City as to when or if this parcel was going to be annexed into Grimes in the future. Gade went on to explain that since that time the owners had come to an agreement with the City Council to address any concerns the Council had regarding annexation for Lot 1. Gade said that this plat currently meets the Land Use Plan and water and sewer access has been addressed but it is the expectation that the lot will remain in Polk County jurisdiction and as such, the owners are not required to hook up to City services. Gade stated that in the future, the area known as Outlot X could be annexed into the City and any issues would be addressed at that point in time.

Motion by Smid, Second by Scott Todd to approve the Mustang Ridge Plat 1 Preliminary Plat per the FOX Engineering letter dated February 28, 2019.

Roll Call: Aye: All, Nay: 0 Motion Passes 3-0

Communication Data Link Site Plan Review

Patrick Shepard, Civil Engineering Consultants, 2400 86th Street, Des Moines addressed the board on behalf of John Renda. Shepard stated the proposed 6200 square foot office building, located on the NE corner of SW 37th Street, would be constructed of predominately metal siding, a blue roof with a brick

front and brick wrapped around the sides and rear of the building. FOX engineer John Gade stated that this plan meets all of the architectural standards for the area.

Council Liaison Johansen asked if the property was going to be fenced. Johansen asked if the storage area was fenced and how close it was going to be to the north side of the proposed building. General discussion determined that the fence on the north side of the property is approximately 6 feet from the building and would largely block any view of the building. Johansen made the suggestion that if the north side of the building was not going to be along a public right of way, and a fence was going to block most of any possible view of the building, he thought it might be worth exploring moving the brick used on that side to east side of the building with public view. Gade noted that there are easements in place for potential future sidewalks if they should become needed in the future.

Motion by Smid, Second by Scott Todd to approve the Communication Data Link Site Plan per the FOX Engineering letter dated February 28, 2019 with the recommendation that the brick proposed for the north side of the building be redistributed to the east side of the building.

Roll Call: Aye: All, Nay: 0 Motion Passes 3-0

C. PUBLIC FORUM - None

D. Reports

a. Building Administrator Update

Building Administrator Scott Clyce stated they had 6 single family permits in February. Clyce told the board that Menards was expecting to be open to the public on July 2th, 2019 and a bowling alley was going to be opening soon. Development Services Director Alex Pfaltzgraff told the board that the Development Services department was in the process of relocating to offices in the Grimes Community Complex. Pfaltzgraff said they hope to have the move completed by April 1st, 2019. Pfaltzgraff stated that they are in the process of coordinating a joint meeting near the end of April with both Planning and Zoning and City Council members to review procedures, processes, and practices.

b. Zoning Administrator Report-

FOX Engineer Gade stated that they were currently working with Quik Star for a new location by Menards. Gade also noted that Beaverbrooke Point Third Addition, that was recently approved, would be starting construction this spring and a church was looking at the M-Keds/Home Place site.

c. Council Liaison Update-

Council Liaison, Eric Johansen welcomed the newest member to the Planning and Zoning Board, Courtney Strutt Todd. Johansen also thanked the board for all their hard work on the Walmart signage project as well as others.

d. Old Business-

e. New Business-

f. A Next meeting April 2, 2019

Meeting is adjourned at 6:04 pm

Signature