

URBANDALE PLANNING AND ZONING COMMISSION MINUTES

January 18, 2021

Due to the COVID-19 pandemic and associated protocols, the Urbandale Planning & Zoning Commission met in regular session as a virtual meeting on Monday, January 18, 2021, via WebEx. Chairperson Lesa Quinn called the meeting to order at 5:30 p.m.

Ms. Quinn said the January 18, 2021 regular meeting of the Urbandale Planning and Zoning Commission will now come to order. The Commission is empowered by Iowa law and by City ordinances to make recommendations to the City Council for action on petitions for rezoning, amendments to the Comprehensive Plan, and various development proposals such as subdivision plats and site plans.

Urbandale strives to promote and model the principles of Character Counts, and we expect all participants in tonight's meeting to conduct themselves in a respectful manner that adheres to the principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Commissioners present were Jeff Hatfield, Joan Racki, Lesa Quinn, Lee Hollatz, Julie Roethler, Judy Ralston-Hansen, Marcus Galante, Aaron Smith, and Wayne Van Heuvelen. Staff members present were Kristi Bales, Community Development Manager/Chief Planner; Cheryl Vander Linden, Administrative Specialist; and Nicole Lunders, City Clerk.

This is an informal meeting that is open to the public. The matters that appear on the agenda are not public hearings unless specifically noted. However, if anyone wishes to address the Commission briefly on any item that is on the agenda you may request to be recognized using the WebEx application. We ask that each person addressing the Commission please unmute your microphone when prompted to do so by the Commission Chair, and state their name and address for the record prior to speaking.

The Commission will take action on each item on the agenda at this meeting, unless the Commission determines that additional information should be gathered prior to voting. The Commission's action is advisory only and is not binding on the City Council.

Finally, please mute your electronic device to lessen background noise but also remember to "un-mute" your electronic device at the time of discussion, questions and voting.

The first item on the agenda was approval of the minutes of the January 4, 2021, meeting. Mr. Hatfield moved, and it was seconded by Racki, to approve the January 4, 2021 meeting minutes. On roll call; Ayes: Hatfield, Racki, Hollatz, Roethler, Galante, Smith, Ralston-Hansen, Van Heuvelen, Quinn; Passes: Nays: none. Motion carried.

The next item on the agenda was the “New Hope Assembly of God Building Addition” Site Plan No. 012-2011-01.04 (4425 70th Street).

Ms. Bales said this site plan proposes a 55,559 square foot addition to the existing church building, along with associated site improvements. The addition will be on the north side of the existing building and is two stories high. The addition includes office space, classrooms and a multi-use chapel/fellowship hall. The classrooms are primarily for the children’s ministry for children in grades K-5, and there are some additional adult classrooms. The additional office space will bring the church administration together within the new building (it is currently located at their original church location across Townsend Avenue to the south).

This building addition accompanies a parking lot expansion that was approved by the Urbandale City Council on August 25, 2020 (Site Plan No. 012-2011-01.03). The site work that was been approved as part of the parking lot expansion was largely in preparation for this building addition which was anticipated, but had not yet been finalized, last August. Those improvements included approximately 153 parking spaces near the north end of the property and a stormwater detention area near the northeast corner of the property. The required buffer yards were also addressed as part of the 2020 site plan.

A Conditional Use Permit was granted by the Urbandale Board of Adjustment for the building addition and associated site improvements on January 6, 2021, subject to Site Plan approval.

The property is zoned “R-1S” Suburban Density Single Family District. A church is a conditional use in this District, and the proposed changes to the building and site required the new Conditional Use Permit as well as site plan approval. All of the surrounding properties are also zoned “R-1S”.

Ms. Bales said Staff recommends approval of the site plan, subject to the following requirements:

1. Provide cover sheet with address, location map, sheet index, utility contacts, and calculation of impervious area vs. green space; Specify year of SUDAS edition; Revise Sheet L200: Grading Note #4, minimum depth of topsoil respreads is 8”; Revise silt fence callouts at parking lot intakes to drop-in inlet protection.
2. Verify if any additional site lighting is proposed, if so provide an updated photometric plan; complete documentation and site improvements as approved for Site Plan No. 012-2011-01.04.
3. Drainage Report: Provide addendum to 2020 SWMP for any updates to pipe size or drainage design. Verify impervious area assumptions. Roof Drain ST-16 has been downsized from the 15” (SWMP) to 12” (this plan set); verify this pipe has adequate capacity. Verify that ponding at intakes on the west side of the plan set will not

overtop and release undetained drainage to the street. Submit Drainage Report to stormwater@urbandale.org; a hard copy is not required.

4. At the time of the site grading as-built, provide signed calculations showing basin volume calculations by the contour-area method, and provide a signed affidavit that the storm water detention facility has been constructed in substantial conformance with the approved plan and confirming installation of orifice plates. Grading plan elevations for intakes along west side of building will also be verified.

Ms. Denise Hurt, Confluence Architects, and Ross Nichols, with New Hope Assembly of God Church, were present to represent the site plan and answer any questions.

Mr. Hatfield asked were there any comments from neighbors? There are a lot of neighbors in the neighborhood and any change can be perceived as bad by some people, so any complaints or comments from neighbors?

Ms. Bales said the church had, last year before they did their parking lot plan, a neighborhood meeting and invited the neighbors, and I can have Ms. Hurt speak to the specifics. There were some people who came, socially distanced and masked up, to hear their presentation. There have been concerns from the neighborhood from time to time, just with the purchase, land clearance stuff, but the church has tried to reach out and smooth some edges with the neighbors. No one was against the site plan, and I don't think there was any opposition at the Board of Adjustment meeting on January 6, either.

Mr. Hatfield said thank you.

Ms. Quinn said I see they're putting in classrooms and that could be for Sunday school or something like that. But do they run a day care or a private school at this location?

Mr. Nichols said we do not. We do not run any daycare, we don't have any schools or anything like that. Those classrooms are really purpose built for the elementary department, specifically. So it is for Sunday school and Wednesday evenings. The classroom are somewhat separated from the gym and activity area. The idea was that this space could really be an enhancement for the overall community. So if you wanted to schedule a birthday party there on a Saturday or something like that, if it was available, we would definitely have that space. Same thing with the chapel. As I pointed out, it's more of a secondary piece, so if we're doing men's breakfasts or women's breakfasts, or community outreach things, whether it's pantries or what-have-you, also weddings. Right now, the chapel that we have, the main one, is rather large, so if you want a smaller, more intimate wedding, that could definitely be a venue that people could look at.

Mr. Hatfield asked if Ms. Hurt had anything she wished to add.

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Ms. Hurt said I think you have presented it well and answered any questions I would have anticipated, so I'm happy to offer any answers for any last questions but am happy with how it is going.

Ms. Ralston-Hansen moved, and it was seconded by Racki, to approve the "New Hope Building Addition Phase 2B" Site Plan, subject to Staff recommendations. On roll call; Ayes: Ralston-Hansen, Racki, Hatfield, Hollatz, Galante, Roethler, Smith, Van Heuvelen, Quinn; Nays: none. Passes: none. Motion carried.

Mr. Hatfield said good luck with your project!

Regarding Staff reports, Ms. Bales said we will not have your meeting in two weeks, so take February 1st off.

Ms. Bales then presented a summary of development and building permit activity for 2020 to the Commission.

The meeting adjourned at 6:03 p.m.