CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: **November 27, 2017**

ITEM: 36th Street and Westown Place Parking, Southeast Corner of 36th Street and Westown Place – Approval of Off-Site Parking – Knapp Properties – MML1-003658-2017

RESOLUTION: **Approval of Minor Modification Level 1**

FINANCIAL IMPACT: Undetermined.

BACKGROUND: Tom Wittman, Knapp Properties, representing the property owners Willian C Knapp Revocable Trust and Knapp and Associates LC, is requesting approval of a minor modification which allows for the use of the parking lot at the southeast corner of 36th Street and Westown Place for an off-site business. Mediacom is the business interested in using the parking lot for some of its employees. The parking lot would be gated, landscaped, resurfaced and striped, and have parking lot lighting and cameras installed (see Exhibit I - Attachment B – Location Map and Attachment C – Site Plan)

Plan and Zoning Commission Action:
Vote: 6-0 approval, Commissioner Costa absent
Date: November 20, 2017
Motion: Adopt a resolution recommending the City Council approve the Minor Modification

OUTSTANDING ISSUES: There are no outstanding issues.

The following items of interest are noted in the attached Plan and Zoning Commission report (see Exhibit I):

- Applicant's Request
- History
- City Council Subcommittee – *Development and Planning* (*September 18, 2017 and November 13, 2017)*
- Staff Review and Comments
  - *Off-Site Parking*
- Comprehensive Plan Consistency
- Findings
- Staff Recommendation and Conditions of Approval
- Owner/Applicant/Applicant Representative Information

RECOMMENDATION: Based upon the preceding review and a finding of consistency with the goals and policies of the Comprehensive Plan, the Plan and Zoning Commission recommends the City Council adopt a resolution to approve the approve the Minor Modification which modifies the architecture of the building from that which was previously approved and to defer five parking stalls on the west side of the building, subject to the applicant meeting all City Code requirements and the following:

1. That the City Council waive the requirement for an over or under pass.
2. That knox boxes be placed at entrance gates for emergency operation.
3. That no fleet or service vehicles be staged in the parking lot.
4. No product or materials be stored in the parking lot
5. The parking is to be used for employee vehicle parking only

Lead Staff Member: Kara Tragesser, AICP

STAFF REVIEWS

Department Director	
Appropriations/Finance	
Legal	
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Date(s) Published	
Letter sent to surrounding property owners	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Development & Planning Subcommittee		
Date Reviewed	September 18, 2017 and November 13, 2017		
Recommendation	Yes X	No ☐	Split ☐

ATTACHMENTS:

Exhibit I - Plan and Zoning Commission Communication
- Attachment A - Plan and Zoning Commission Resolution
- Attachment B - Location Map
- Attachment C - Site Plan

Exhibit II - City Council Resolution
- Exhibit A – Conditions of Approval

EXHIBIT I

CITY OF WEST DES MOINES
PLAN AND ZONING COMMISSION COMMUNICATION

Meeting Date: November 20, 2017

Item: 36th Street and Westown Place Parking, Southeast Corner of 36th Street and Westown Place – Approval of Off-Site Parking – Knapp Properties – MML1-003658-2017

Requested Action: Approval of Minor Modification

Case Advisor: Kara Tragesser

Applicant's Request: Tom Wittman, Knapp Properties, is requesting approval of a minor modification which allows for the use of the parking lot at the southeast corner of 36th Street and Westown Place for an off-site business. Mediacom is the business interested in using the parking lot for some of its employees. The parking lot would be gated, landscaped, resurfaced and striped, and have parking lot lighting and cameras installed (see Attachment B – Location Map, Attachment C – Site Plan).

History: The parking lot is a remanant piece of property owned by Knapp Properties from the development of the block between Westown Place and Westown Parkway and between Valley West Drive and 36th Street.

City Council Subcommittee: This project was not presented to the Development and Planning City Council on September 18, 2017 and November 13, 2017. Discussions over the course of those two meetings concerned the use of gates and landscaping. The original submittal indicated fencing and gates along the perimeter of the parking area. Staff was under the impression that the parking lot would be used for Mediacom service vehicles and was not supportive of the off-site parking, fencing, and gating proposed. At the September 18, 2017 meeting, Knapp properties indicated the parking lot would be used by Mediacom employees and that service vehicles would be kept at the Mediacom property across 36th Street and that they would install landscaping instead of the fence.

The discussion on November 13, 2017, was to clarify whether the installation of gates was supported by the Subcommittee. Staff was concerned with setting a precedent where other property owners with large parking fieds would be attracted to gating off portions of their "unused" parking for off-site businesses. The subcommittee supported the use of drop down arm gates with the use of a "Knox Box" for emeregency services to access the parking lot.

Staff Review and Comment: This request was distributed to other City departments and other agencies for their review and comment. There are no outstanding issues. Staff notes the following:

Off-site parking Title 9, Zoning, Chapter 15 Parking and Off Street Loading, Section 4-C-1 provides that parking should be on the same lot or a lot contiguous to the building being used and parking should not be located across a street unless connected by an approved under or over crossing. The request is to waive the over or under crossing and install new sidewalks and pedestrian approaches on Westown Place at the corner of 36th Street.

Both streets are Minor Collectors and the traffic is not expect to warrant a special crossing signal.

The parking will be used by employees of a business (Mediacom) directly across the street from the office building and is for employee parking only. No service vehicles or fleet vehicles are to be located in this parking lot.

Comprehensive Plan Consistency: The project has been reviewed for consistency with the Comprehensive Plan. Based upon that review, a finding has been made that the proposed project is consistent with the Comprehensive Plan in that the project is consistent with all of the goals and policies of the Comprehensive Plan and the land use map of the Comprehensive Plan.

Findings: This proposed project was distributed to various city departments for review and comment. Based upon that review, the following findings have been made on the proposed project:

1. The proposed development and use is consistent with the West Des Moines Comprehensive Plan in that the project has been reviewed for consistency with the Comprehensive Plan. Based upon that review, a finding has been made that the proposed project is consistent with the Comprehensive Plan in that the project is consistent with all of the goals and policies of the Comprehensive Plan.
2. The proposed development and use does assure compatibility of property uses within the zone and general area in that this project was reviewed by various City Departments for compliance with the Zoning Ordinance.
3. All applicable standards and conditions have been imposed which protects the public health, safety and welfare in that this project was reviewed by various City Departments and public agencies for compliance with the various state and local regulations. Based upon that review a finding is made that the project has been adequately conditioned to protect the health, welfare and safety of the community.
4. There is adequate on-site and off-site public infrastructure to support the proposed development in that this project was reviewed by various public agencies and City Departments and public utilities to ensure that either the petitioner will construct or the project has been conditioned to construct adequate public infrastructure to serve the development.
5. The proposed development and use has met the requirements contained in the City Code in that this project was reviewed by various City Departments and the project has complied with or has been conditioned to comply with all City Code requirements.
6. The proposed development and use is in keeping with the scale and nature of the surrounding neighborhood in that the proposed project is consistent with the zoning designation and Comprehensive Plan which designates this site as suitable for development such as that proposed by this project.

Staff Recommendation And Conditions Of Approval: Based upon the preceding review and a finding of consistency with the goals and policies of the Comprehensive Plan, staff recommends the Plan and Zoning Commission adopt a resolution recommending the City Council approve the Minor Modifcation to establish off-site parking, subject to the applicant meeting all City Code requirements and the following:

1. That the City Council waive the requirement for an over or under pass.
2. That knox boxes be placed at entrance gates for emergency operation.
3. That no fleet or service vehicles be staged in the parking lot.
4. No product or materils be stored in the parking lot
5. The parking is to used for employee vehicle parking only.

Owner Knapp Properties Inc.
5000 Westown Parkway
West Des Moines IA 50266
Tom Wittman
515-223-4000

Applicant: Same as above.

Applicant Rep: Jerry Oliver
Civil Engineering Constultants Inc.
2400 86th Street Unit 12
Des Moines IA 50322

ATTACHMENTS:

Attachment A - Plan and Zoning Commission Resolution
Attachment B - Location Map
Attachment C - Site Plan

ATTACHMENT A

RESOLUTION NO. PZC-17-109

A RESOLUTION OF THE PLAN AND ZONING COMMISSION OF THE CITY OF WEST DES MOINES, IOWA, RECOMMENDING TO THE CITY COUNCIL THAT IT APPROVE THE MINOR MODIFICATION (MML1-003658-2017) TO ALLOW OFF-SITE PARKING AT THE SOUTHEAST CORNER OF 36TH STREET AND WESTOWN PLACE

WHEREAS, pursuant to the provisions of Title 9, Chapter 1 et seq, of the West Des Moines Municipal Code, the applicant, Knapp Properties, requests approval of a minor modification to a site plan to allow off-site parking at the parking lot located at the southeast corner of 36th Street and Westown Place;

WHEREAS, studies and investigations were made, and staff reports and recommendations were submitted which is made a part of this record and herein incorporated by reference;

WHEREAS, on November 20, 2017, this Commission held a duly-noticed meeting to consider the minor modification application;

NOW, THEREFORE, THE PLAN AND ZONING COMMISSION OF THE CITY OF WEST DES MOINES DOES RESOLVE AS FOLLOWS:

SECTION 1. The findings, for approval, in the staff report, dated November 20, 2017, or as amended orally at the Plan and Zoning Commission meeting of November 20, 2017, are adopted.

SECTION 2. The Minor Modification (MML1-003568-2017) to allow off-site parking at the parking lot on the southeast corner of 36th Street and Westown Place is recommended to the City Council for approval, subject to compliance with all the conditions in the staff report, dated November 20, 2017, including conditions added at the meeting, and attached hereto as Exhibit "A". Violation of any such conditions shall be grounds for revocation of the permit, as well as any other remedy which is available to the City.

PASSED AND ADOPTED on November 20, 2017.

Craig Erickson, Chair
Plan and Zoning Commission

ATTEST:

Recording Secretary

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Plan and Zoning Commission of the City of West Des Moines, Iowa, at a regular meeting held on November 20, 2017.

AYES: Andersen, Brown, Crowley, Hatfield, Erickson, Southworth
NAYS:
ABSTENTIONS:
ABSENT: Costa

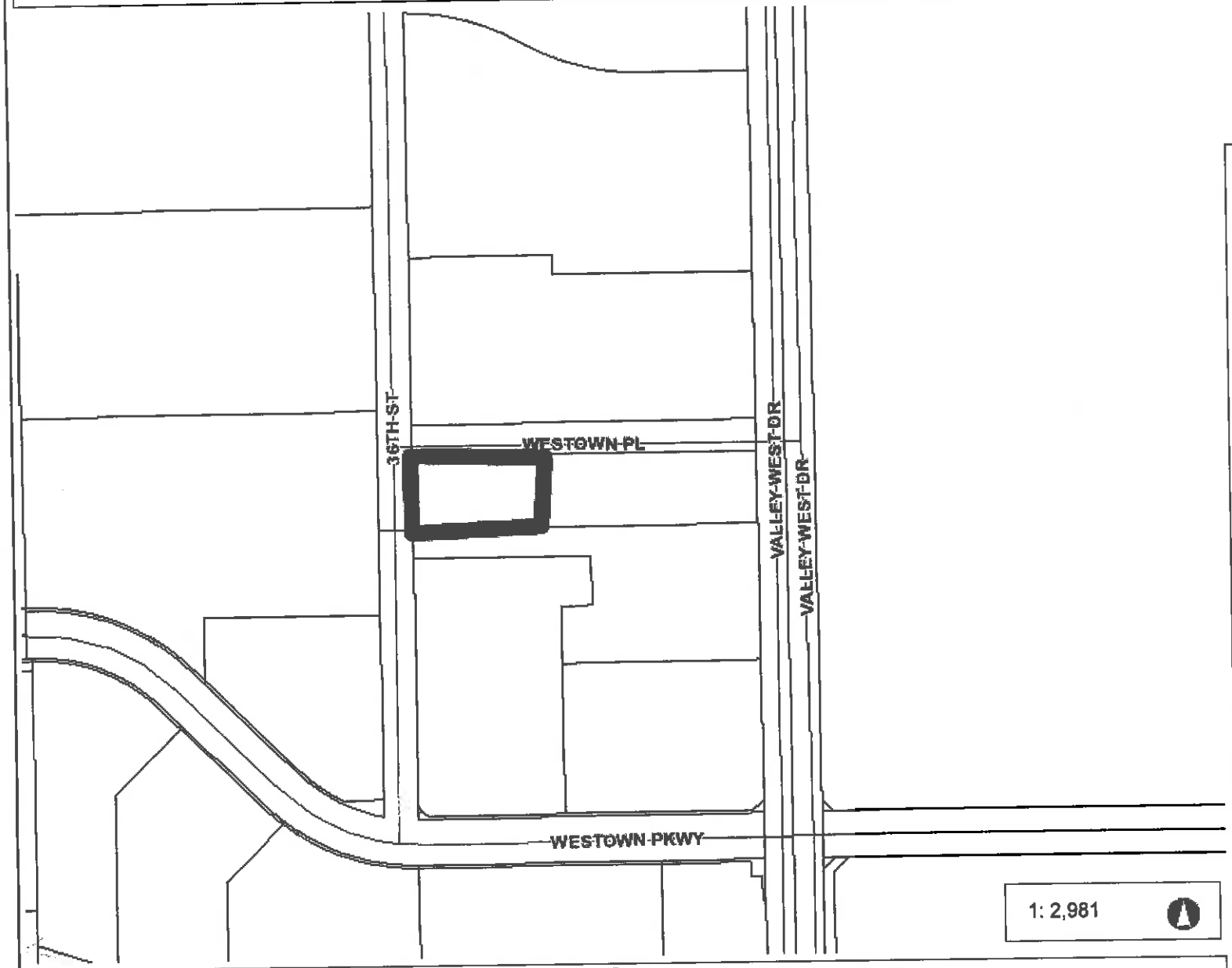
ATTEST:

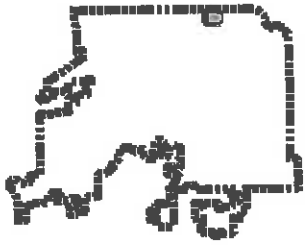
Recording Secretary

Exhbit A
Conditions of Approval

1. That the City Council waive the requirement for an over or under pass.
2. That knox boxes be placed at entrance gates for emergency operation.
3. That no fleet or service vehicles be staged in the parking lot.
4. No product or materils be stored in the parking lot
5. The parking is to used for employee vehicle parking only.

Knapp Properties 36th St and Westown Pl





Legend

- Parcels
- Parks
- Greenways

1: 2,981

496.8 0 248.40 496.8 Feet

NAD_1983_StatePlane_Iowa_South_FIPS_1402_Feet

© City of West Des Moines, Iowa

Disclaimer: The City of West Des Moines makes no warranties regarding the accuracy or completeness of the data provided herein.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

ATTACHMENT B

Prepared by: KTragesser City of West Des Moines Development Services, P.O. Box 65320, West Des Moines, IA 50265-0320, 515-222-3620
When Recorded, Return to: City Clerk, City of West Des Moines, P. O. Box 65320, West Des Moines, IA 50265-0320

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, APPROVING THE MINOR MODIFICATION LEVEL 1 (MML1-003658-2017) TO ALLOW OFF-SITE PARKING AND WAIVE THE REQUIREMENT FOR AN OVERPASS OR UNDERGROUND CROSSING AT 36th STREET AND WESTOWN PLACE

WHEREAS, pursuant to the provisions of Title 10, Chapter 1 et seq, of the West Des Moines Municipal Code, Knapp Properties requests approval for a Minor Modification to allow for off-site parking and to waive the requirement for an overpass our underground crossing is association with parking lot improvements for property legally described as:

Legal Description of Property

The west 229.00 feet of the east 650.00 feet of the north 126.00 feet of the south 1,600.80 feet of the northeast ¼ of Section 5 Township 78N Range 25W of the 5th P.M., City of West Des Moines, Polk County, Iowa

WHEREAS, studies and investigations were made, and staff reports and recommendations were submitted which is made a part of this record and herein incorporated by reference;

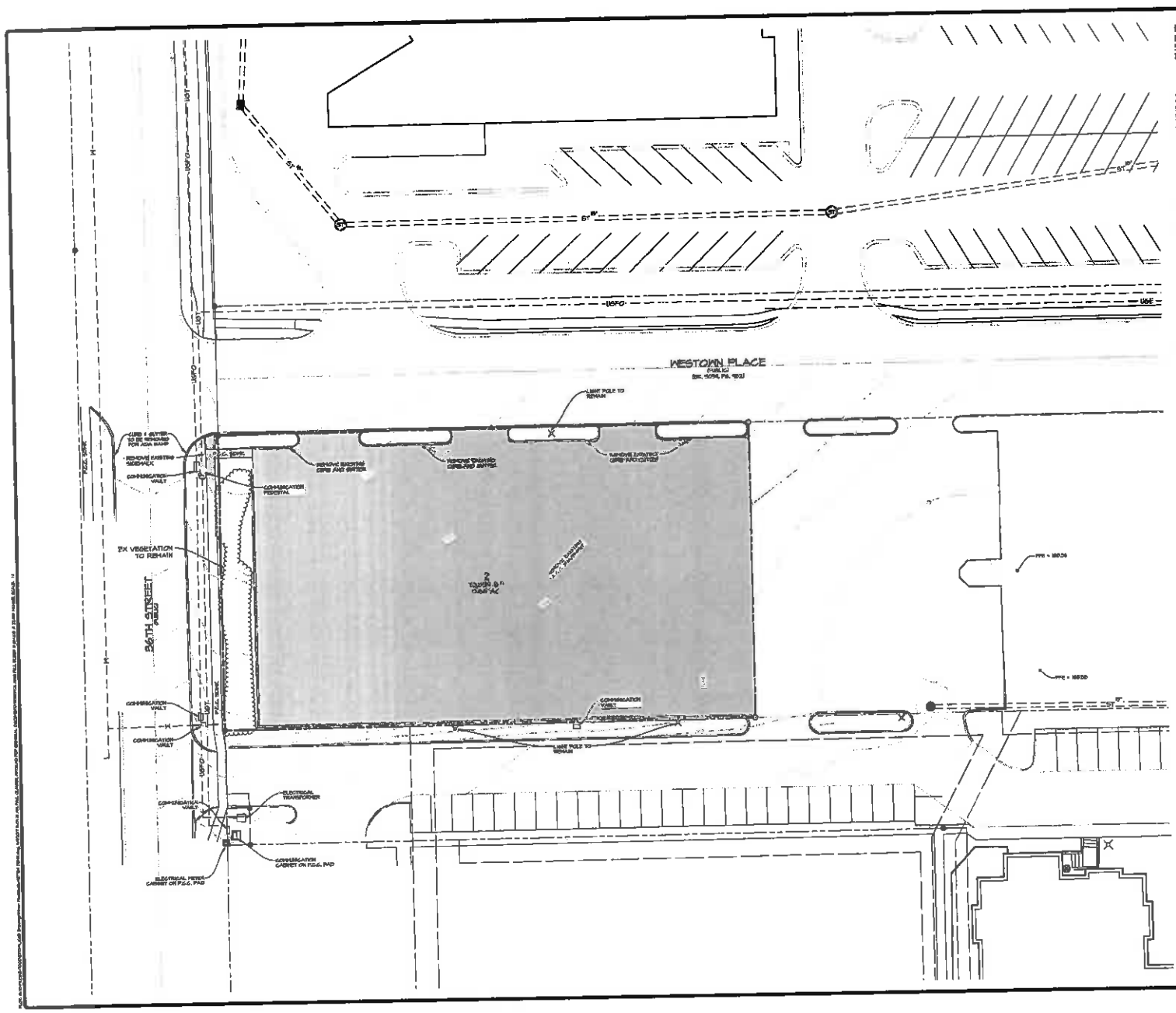
WHEREAS, on November 20, 2017, the Plan and Zoning Commission recommended to the City Council approval of the Minor Modification Level 1; and

WHEREAS, on November 27, 2017, this City Council held a duly-noticed meeting to consider the application for the Minor Modification Level 1.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST DES MOINES DOES RESOLVE AS FOLLOWS:

SECTION 1. The findings, for approval, in the staff report for the Minor Modification Level 1, or as amended orally at the City Council meeting on this date, are adopted.

SECTION 2. The Minor Modification Level 1 application to allow off site parking and waive the requirement for an overpass or underground crossing is approved, subject to compliance with all the conditions in the staff report, including conditions added at the meeting, and attached hereto as Exhibit "A". Violation of any such conditions shall be grounds for revocation of the entitlement, as well as any other remedy which is available to the City.



PROPERTY OWNER:
KNAPP PROPERTIES INC.
5000 WESTOWN PARKWAY, STE 400
WEST DES MOINES, IA 50266-5921

DEVELOPER:
KNAPP PROPERTIES INC.
5000 WESTOWN PARKWAY, STE
400 WEST DES MOINES, IA 50266-5921
CONTACT: TOM NITTMAN
515-223-4000
TOM.NITTMAN@KNAPPPROPERITIES.COM

PROJECT MANAGER:
JERRY P. OLIVER, PE, PLS,
CIVIL ENGINEERING
CONSULTANTS
2400 86TH STREET, #12
DES MOINES, IOWA 50322
515-276-4884
OLIVER@CECIAC.COM

LEGAL DESCRIPTION:

THE WEST 229.0 FEET OF THE EAST 650.0 FEET OF THE NORTH 128.0 FEET OF THE SOUTH 1608.8 FEET OF THE NORTHEAST ¼ OF SECTION 3, TOWNSHIP 78 NORTH, RANGE 25 WEST OF THE 5TH P.M., CITY OF WEST DES MOINES, POLK COUNTY, IOWA.

PARKING
EXISTING PARKING SPACES: 72 SPACES
PROPOSED PARKING SPACES: 65 SPACES

SITE AREA (EXISTING)
IMPERVIOUS 23,734 SQ. FT.
OPEN SPACE 5,105 SQ. FT.
TOTAL = 28,839 SQ. FT.

SITE AREA (PROPOSED)
IMPERVIOUS 22,397 SQ. FT.
OPEN SPACE 6,442 SQ. FT.
TOTAL = 28,839 SQ. FT.

CEC
Civil Engineering Consultants, Inc.
2400 86th Street, Unit 12 . Des Moines, Iowa 50322
515.276.4884 . Fax: 515.276.7084 . mail@ceciac.com

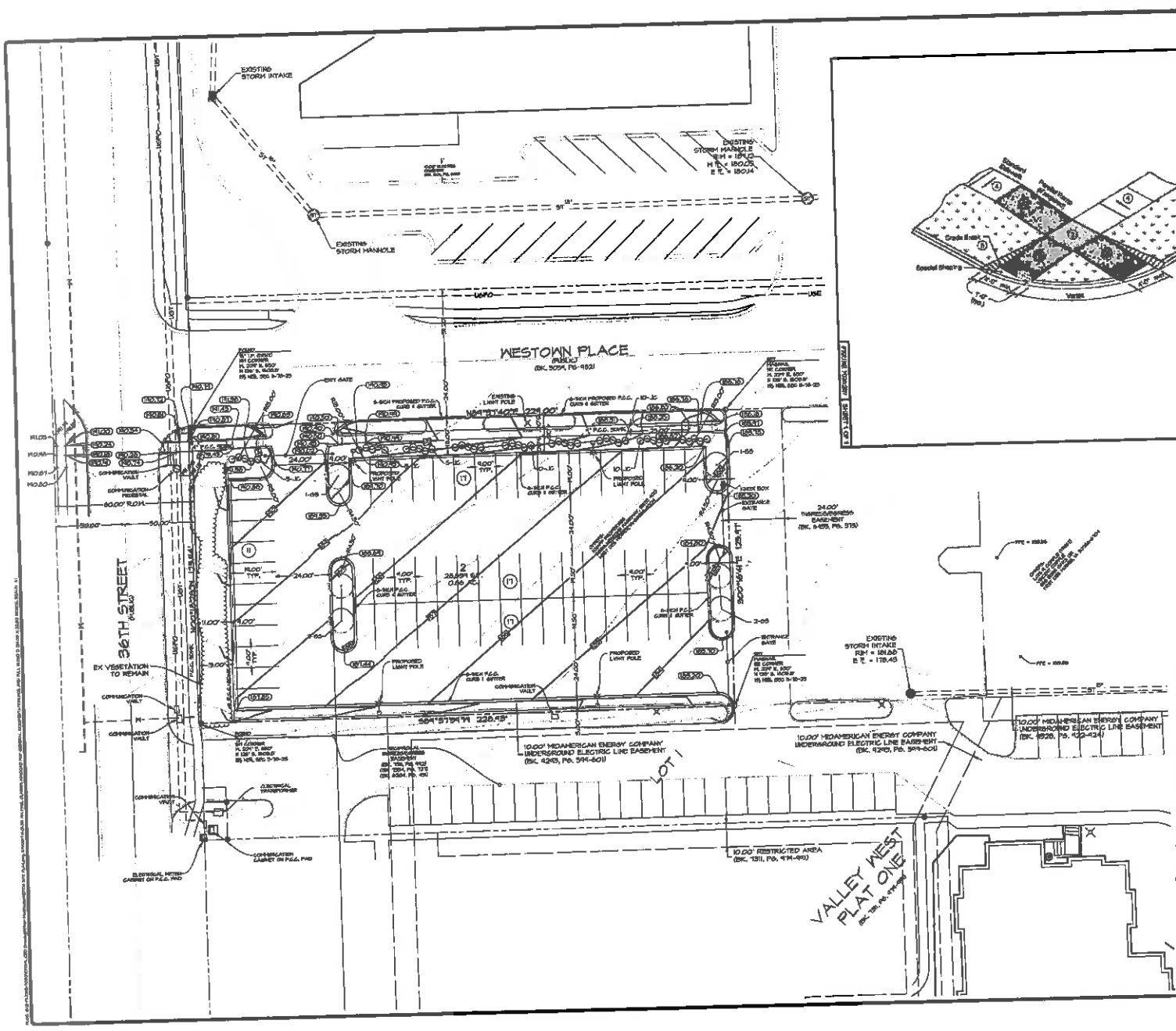
DATE:	REVISIONS	COMMENTS
OCTOBER 06, 2011	1 NOV 4, 2011	
	2	
	3	
	4	
	5	
	6	

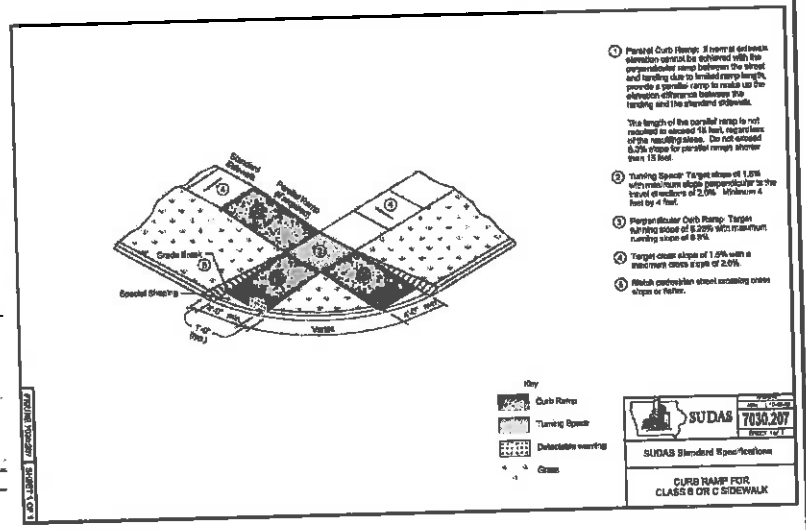
DATE OF SURVEY:
DESIGNED BY:
DRAWN BY:

86TH & WESTOWN PLACE PARKING
DMC

JAN

ATTACHMENT C





1. Parallel Curb Ramp: If room or distance elevation cannot be achieved with the perpendicular ramp between the street and landing due to limited ramp length, provide a parallel ramp to route up the elevation difference between the landing and the standard sidewalk.

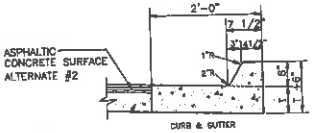
   The length of the parallel ramp is not required to exceed 15 feet, regardless of the resulting slope. Do not exceed 8.3% slope for parallel ramps shorter than 15 feet.

2. Turning Space: Target slope of 1.5% with max/min slope perpendicular to the travel direction of 2.0%. Minimum 4 feet by 4 feet.

3. Perpendicular Curb Ramp: Target turning slope of 8.33% with maximum running slope of 8.3%.

4. Target cross slope of 1.5% with a maximum cross slope of 2.0%.

5. Match pedestrian street accepting cross slope or flatter.



P.C.C CURB AND GUTTER DETAIL

NO SCALE

NOTES:

1. NEW PARKING LOT TO BE 5-INCH NON-REINFORCED P.C.C. OR 6-INCH HOT MIX ASPHALT. WITH CONCRETE CURB AND GUTTER.
2. SUBGRADE TO BE 12 INCHES OF SOIL COMPACTED TO 95% STANDARD PROCTOR DENSITY.

LANDSCAPE REQUIREMENTS

3' SCREENING ALONG NORTH & WEST BOUNDARIES

PLANTING SCHEDULE

SHRUBS					
JC	45	Juniperus chinensis SEA GREEN JUNIPER	#2	Cont.	See Plan
TREES					
GS	6	Gleditsia tri. i. 'Skycole' SEA SKYLINE HONEY LOCUST	#2	Cont.	See Plan

CEC
Civil Engineering Consultants, Inc.
2400 86th Street, Unit 12, Des Moines, Iowa 50322
515.276.4884 . Fax 515.276.7084 . ceci@ceciiac.com

DATE	REVISIONS	COMMENTS
OCTOBER 06, 2011	1 NOV 4, 2011	
	2	
	3	
	4	
	5	
	6	

DATE OF SURVEY:
DRAWN BY:
DESIGNED BY:

36TH & WESTOWN PLACE PARKING
WEST DES MOINES, IOWA

SITE PLAN

SHEET 02 OF 02

S-754

PASSED AND ADOPTED on November 27, 2017.

_____

Steven Gaer, Mayor

ATTEST:

_____

Ryan T. Jacobson
City Clerk

EXHIBIT "A"
CONDITIONS OF APPROVAL

1. That the City Council waive the requirement for an over or under pass.
2. That knox boxes be placed at entrance gates for emergency operation.
3. That no fleet or service vehicles be staged in the parking lot.
4. No product or materials be stored in the parking lot
5. The parking is to be used for employee vehicle parking only