

PLANNING AND ZONING COMMISSION

Chairperson McCoy called the regular meeting of the Planning and Zoning Commission to order at 5:30 p.m. on Monday, March 30, 2026, in the Council Chambers of the West Des Moines City Hall, located at 4200 Mills Civic Parkway, in West Des Moines, and electronically through Zoom.

Roll Call: Costa, Crowley, Davis, Hatfield, McCoy, Shaw .....Present  
Conlin.....Absent

**Item 1- Consent Agenda**

Chairperson McCoy asked for any comments or modifications to the March 9, 2026, minutes.

Moved by Commissioner Shaw, seconded by Commissioner Davis, the Planning and Zoning Commission approved the March 9, 2026, meeting minutes.

Vote: Costa, Crowley, Davis, Hatfield, McCoy, Shaw .....Yes  
Conlin.....Absent

Motion carried.

**Item 2 – Public Hearings**

There were no public hearing items presented.

**Item 3 – Old Business**

There were no Old Business items to address.

**Item 4 – New Business**

There were three New Business items.

**Item 4a — Lounsbury Property, southwest corner of Grand Avenue and Interstate-35 – Approve a Preliminary Plat to create 4 lots for Commercial development and Approve a Site Plan to allow construction of private utilities – West Grand Properties, L.L.C. – PPSP-007142-2025**

Jared Murray, Civil Design Advantage, 4121 NW Urbandale Drive, Urbandale, representing West Grand Properties, LLC, highlighted that the applicant is requesting approval of a preliminary plat for two commercial lots, roughly 8 acres in size, located on the southwest corner of Grand Avenue and Raccoon River Drive. Sanitary sewer services exist along the north side of Grand Avenue which will serve the property. They are also proposing to extend the 8” main along the north side of Grand Avenue for water service. Two other lots will be used for floodplain purposes.

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Chairperson McCoy inquired if the applicant was in agreement with staff conditions, to which Mr. Murray answered affirmatively.

Emani Brinkman, Development Services Planner, explained the two conditions of approval, noting that the site plan is for approval of utilities only and that a new site plan would need to be submitted for building and site construction. An agreement and waiver for a future traffic signal would need to be submitted along with the final plat.

Chairperson McCoy asked if anyone from the audience would like to speak to this item; seeing none, asked for continued discussion or a motion.

Moved by Commissioner Costa, seconded by Commissioner Hatfield, the Planning and Zoning Commission approved a resolution recommending approval of a preliminary plat and site plan, subject to two (2) conditions of approval.

Vote: Costa, Crowley, Davis, Hatfield, McCoy, Shaw .....Yes  
Conlin.....Absent  
Motion carried.

**Item 4b – Dutch Bros, 5950 Mills Civic Parkway, Building 2000 – Approve Preliminary Plat to create 2 lots for Commercial development and Approve an Overlay District Site Plan to allow construction of a 986-sf coffee shot with drive-thru – PP-007101-2025/SP-007100-2025**

Commissioner Crowley recused himself from discussion of this item and left the dais.

Mylena Olivera, representing Plaza Street Partners, LLC, noted that the applicant is proposing to split the lot into two lots: one for a coffee shop and the other for future development. There will be a double drive-thru that will merge into one, landscaping, trash enclosures, and sidewalk connections. The applicant has been working with city staff to comply with master development requirements as well as the required architectural elements.

Chairperson McCoy asked if the applicant was in agreement with staff conditions, to which Ms. Olivera answered affirmatively.

Emani Brinkman, Development Services Planner, had no additional comments.

Chairperson McCoy asked if anyone from the audience would like to speak to this item; seeing none, asked for continued discussion or a motion.

Moved by Commissioner Hatfield, seconded by Commissioner Costa, the Planning and Zoning Commission approved a resolution recommending approval of a Preliminary Plat and Overlay District Site Plan.

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Vote: Costa, Davis, Hatfield, McCoy, Shaw .....Yes  
Crowley.....Abstain  
Conlin.....Absent

Motion carried.

**Item 4c – Grand Shores, 6000 Grand Avenue – Subdivide the property into 5 lots for commercial and residential development – WDM South, LLC – PP-007038-2025**

Drew Lewis, Bishop Engineering, 3501 104<sup>th</sup> Street, Urbandale, representing WDM South, LLC, briefly explained the proposal noting that the site is 23.5 acres along Grand Avenue. The applicant is seeking approval of five (5) lots of various sizes, with the largest lot containing a city owned parking lot.

Chairperson McCoy asked if the applicant was in agreement with staff conditions, to which Mr. Lewis replied affirmatively.

Brian Portz, Development Services Planner, briefly noted that the condition of approval pertains to a utility easement along Grand Avenue and an overlapping buffer easement to allow for additional space for development. If the public utility easement and buffer weren't allowed to overlap, there would be a 40' easement and a 20' buffer easement for a total of 60' that they wouldn't be allowed to use for development. By allowing the overlap, the setback from the front property line is 40'.

Chairperson McCoy asked if anyone from the audience would like to speak to this item; seeing none, asked for continued discussion or a motion.

Moved by Commissioner Costa, seconded by Commissioner Davis, the Planning and Zoning Commission approved a resolution recommending approval of the Preliminary Plat, subject to one (1) condition of approval.

Vote: Costa, Crowley, Davis, Hatfield, McCoy, Shaw .....Yes  
Conlin.....Absent

Motion carried.

**Item 4d – Election of Officers**

Moved by Commissioner Davis, seconded by Commissioner Crowley, the Plan and Zoning Commission elected Commissioner Conlin to serve as Chairman for one year and Commissioner Davis was voted as Vice Chairperson for one year.

**Item 5 – Staff Reports**

There were no staff reports presented.

**Item 6 – Adjournment**

Chairperson McCoy adjourned the meeting at 5:55 p.m.

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Amy McCoy, Chairperson

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Michelle Riesenberg, Recording Secretary