



PLANNING & ZONING COMMISSION REGULAR MEETING

Minutes

Monday, August 24, 2020 at 5:30 pm

HIAWATHA COUNCIL CHAMBERS (101 Emmons Street Upper Floor)

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1. Call to Order – Roll

Minutes:

The Hiawatha Planning and Zoning Commission met in regular session in the Hiawatha Council Chambers on August 24, 2020. Chairperson, Mark Powers called the meeting to order at 5:30 P.M. Board members present: Kenny Jones, Mark Ross, Lisa Jepsen, Kevin Neef and Darryl Cheney. Board members absent: Terry Trimpe. Staff present: Community Development Director Patrick Parsley, Assistant Building Official Jim Fisher, City Administrator Kim Downs and City Engineer John Bender. Guests in Attendance: Council Liaison Jerry Mohwinkle. Not all attendees signed in for the meeting.

2. Approval of Agenda

Minutes:

Neef moved to approve the agenda. Seconded by Jones. **Motion carried.**

3. Approval of July 27, 2020 Regular Meeting Minutes

Minutes:

Jones moved to approve the regular meeting minutes of July 27th, 2020. Seconded by Neef. **Motion carried.**

4. Business

- a. **Consider Resolution for recommendation to Board of Adjustment to approve the Conditional Use Request submitted by Hall & Hall Engineers for the property located at 2738 North Center Point Road, Hiawatha, Iowa.**

Minutes:

Jones asked if this property zoned residential.

Director Parsley answered it is currently zoned commercial, C-4 but it is next to a residential zone. The owner Faye Chadwick is here to answer any questions.

Jones asked how many dogs were they planning on having in the area

Jones asked how many dogs were they planning on having in the area.

Faye Chadwick answered it will start up slower until we build our clientele, but we have the ability to have around 50 dogs at one time and that consists of boarding and the daycare portion.

Jones asked if they would be inside or outside.

Faye Chadwick answered they will be inside. They will be let outside to go to the bathroom but our intention is to not leave them out very long or unattended. Their play time will be indoors.

Chairperson Powers is your outside area fenced and if so, what material will you be using for the fence.

Faye Chadwick answered the fenced outside area for the dogs will be a chain link fence but then there is a white 6 ft vinyl fence that will go around the perimeter of that.

Chairperson Powers clarified the dogs won't be able to see other animals. We have found that has been successful at a couple other places here in town.

Jones asked they owned any other kennels.

Faye Chadwick answered no, this will be our first one.

Director Parsley added we have gone through all the additional standards with the owners and they have agreed to those. Also, for the design guidelines they have changed their building plans to accommodate the design guidelines.

Cheney asked how many square feet the building was.

Faye Chadwick answered about 5,700 square feet.

Kristen Dalecky asked if the driveway would be expanded.

Faye Chadwick answered yes, we will be expanding the driveway/lane.

Richard Dalecky commented we live next door, to the north. As long as I don't hear barking or any smells, I like your building, I'm cool with it. My only concerns are the barking and smells.

Faye Chadwick clarified all of the dog kennels are going to be on the south side of the building so anytime we let them out they will not be in your area.

Kristen Dalecky asked if there were pictures of what the lane would look like at the entrance on North Center Point Road.

Faye Chadwick said they were drawn up by the engineer

Director Parsley clarified we have pictures but not here.

Kristen Dalecky asked if the building was facing Tower Terrace or North Center Point Road.

Director Parsley answered it is facing North Center Point Road and the driveway is to the south of the building and we required them to make that wide enough for three lanes, for a left turn lane going out.

Kristen Dalecky asked how close is the building to North Center Point Road.

Director Parsley answered the minimum required setback is 25 feet and they are further back than that. The parking lot is in front of the building.

Chairperson Powers commented after looking at the site plan in front of the building they have a 19-foot parking lot and a 24-foot-wide driveway so, that's considerably more than the 25-foot setback requirement.

Hall & Hall representative added the building is roughly 70-feet from the property line.

Cheney asked if there would be overnight boarding.

Faye Chadwick answered yes, and there will be someone there 24/7.

Jones asked how big the lot was.

Faye Chadwick answered just over an acre.

Chairperson Powers asked what the commissions desire was. Should we go through the standards for a conditional use or do you feel they have been met.

Commission all agreed the conditions have been met.

Jones moved recommendation to Board of Adjustment to approve the Conditional Use Request submitted by Hall & Hall Engineers for the property located at 2738 North Center Point Road, Hiawatha, Iowa. Seconded by Neef.

AYES: Cheney, Neef, Jepsen, Jones, Ross, Powers

NAYS: None

ABSENT: Trimpe

Motion Carried.

Resolution #20-012 Approved

b. Consider Resolution for recommendation to City Council to approve the Design Guidelines requirements for the site plan submitted by Hall & Hall Engineers for the property located at 2738 North Center Point Road, Hiawatha, Iowa

Minutes:

Director Parsley started by explaining the design guideline you are interested in are the textures of the building, the roof, the setback of the building and the landscaping in front of the building. All of the items have been addressed by the owner. The steel roof has been converted to a standing seam steel roof and they have extended the masonry textures along the sides of the building as well as the front.

Jones asked if the Board of Adjustment needs to approve the conditional use prior to the Council approving the design guidelines.

Director Parsley clarified the conditional use goes to the Board of Adjustment and the Design Guideline goes to Council. The Board of Adjustment meeting is set before the next Council meeting so if it is not passed by Board of Adjustment the design guidelines becomes a moot point, because the project would not be able to go forward without a conditional use.

Neef asked if this covers the standards, we went over with Robins Road or similar.

Director Parsley asked they are similar except the design guidelines have been in place for a number of years. It includes the avenues of Robins Road, Center Point Road, Edgewood Road and Tower Terrace. It is the frontages along those boulevards.

Jones moved recommendation to City Council to approve the Design Guidelines requirements for the site plan submitted by Hall & Hall Engineers for the property located at 2738 North Center Point Road, Hiawatha, Iowa.

Seconded by Cheney.

AYES: Jones Powers, Neef, Jepsen, Cheney, Ross

NAYS: None

ABSENT: Trimpe

Motion Carried.

Resolution #20-013 Approved

c. Consider Resolution for recommendation to City Council to approve the Preliminary Plat submitted by Hall & Hall Engineers for the property known as Village Center 1st Addition, Hiawatha, Iowa.

Minutes:

A map of the proposed plat was displayed on the overhead projector for the board members.

Director Parsley explained we are doing a preliminary plat and some things that came up in the review were the naming of the street which we have decided on Faye Street. We also named the addition the Village Center Addition and the overhead plat is actually the proposed final plat for the first addition. The overall preliminary plat includes a wider area all the way to Robins Road and North Center Point Road.

Jones asked if the final plat just includes lots 1 and 2.

Director Parsley confirmed. The original submittal was only for lot 1 but they have expanded it to include lots 1 and 2.

Neef asked if the 3 residents were still there.

Director Parsley answered yes, they are still there.

Neef asked if they are wanting to build both buildings up on lot 1 and 2 to start with.

Director Parsley confirmed. They will start with phase 1 on lot 1. This will come before you again next month because we have the finalized site plan for the planned unit development on lot 1.

Neef asked if these parking lots will have water retention.

Director Parsley answered yes, we will have water retention as a whole. In fact the advantage to looking at the preliminary plat, it does note that. You can see that on the final plat as well.

Jones asked if they wanted to start on lot 1 and 2.

Director Parsley clarified they are wanting to start on lot 1, that is what we

Director Parsley clarified they are waiting to start on lot 1, that is what we received a request for.

Jones asked if that was for multi-housing.

Director Parsley confirmed.

Neef moved recommendation to City Council to approve the Preliminary Plat submitted by Hall & Hall Engineers for the property known as Village Center Addition, Hiawatha, Iowa. Seconded by Jones.

AYES: Neef, Jones, Jepsen, Ross, Power, Cheney

NAYS: None

ABSENT: Trimpe

Motion Carried.

Resolution #20-014 Approved

d. Consider Resolution for recommendation to City Council to approve the Final Plat submitted by Hall & Hall Engineers for the property known as Village Center 1st Addition, Hiawatha, Iowa.

Minutes:

Director Parsley clarified the blue bounds and utility signoff will all be prepared before this goes to Council.

Chairperson Powers moved recommendation to City Council to approve the Final Plat submitted by Hall & Hall Engineers for the property known as Village Center 1st Addition, Hiawatha, Iowa. Seconded by Jones.

AYES: Jepsen, Ross, Cheney, Neef, Jones, Powers

NAYS: None

ABSENT: Trimpe

Motion Carried.

Resolution #20-015 Approved

e. Consider Resolution for recommendation to City Council to approve the Final Plat submitted by Scott Survey Inc for the property known as Dell Ridge 4th Addition, Hiawatha, Iowa

Minutes:

Director Parsley explained this is the fourth addition to Dell Ridge which is North of Fitzroy Road. It is on Edgewood Road across from Timber Ridge Trail. It has 10 lots. We do have a few things outstanding on this. We are waiting for blue bounds and a finalized agreement because ITC has property adjoining the property on Edgewood Road. The engineer is still working on getting an easement for that.

City Engineer Bender explained the drawing you see is an access utility easement that was granted to the Dell Ridge LLC and it needs to be converted to the City of Hiawatha. We asked for that before the subdivision started to make sure we had a second exit. So, this entire development has two ways in

and out. We needed this before we would approve this development because there are too many lots on a dead-end street. Now we are ready and it needs to be converted to the City of Hiawatha which is done through the attorney.

We are asking for this before it goes to Council.

Jones asked if the final plat should be passed by the commission before this is done or should we wait.

Director Parsley explained it is up the commission. You could pass it contingent upon this being completed so it gets noted. The recommendation also has a contingent upon the completion improvements and the development of a developer's agreement, which you could state as well.

Chairperson Powers moved recommendation to City Council to approve the Final Plat submitted by Scott Survey Inc for the property known as Dell Ridge 4th Addition, Hiawatha, Iowa contingent upon Council approval of the developer's agreement and the completion of the access utility on to Edgewood Road. Seconded by Neef.

AYES: Jones, Ross, Jepsen, Neef, Powers, Cheney

NAYS: None

ABSENT: Trimpe

Motion Carried.

Resolution #20-016 Approved

5. Adjourn

Minutes:

Ross moved to adjourn the meeting at 5:58 P.M. Seconded by Jones. **Motion Carried.**

Planning & Zoning meetings will also be conducted electronically through an electronic format until further notice due to the concerns regarding person-to-person transmission of the COVID-19 virus. The meetings are also broadcasted live on the City's YouTube channel. You can join the August 24th meeting by going to: meet.google.com/pko-bibc-rdj