

**ALTOONA PLANNING AND ZONING COMMISSION MEETING**  
**February 27, 2007 -6:30 PM**  
**Altoona City Hall**

Members Present – Allison Hay, Dennis Keller, Jerry Nolin, Anne Lohmeier, and Dan Narber  
Members Absent - Scott Henry and Jeda Blanchard

Staff – Chad Quick, Susi Hoots

Guests – Councilwoman Michelle Sloan, Jim Mullen, Chelsea Brinker, Danny Burkert, Chad Christensen (Cooper Crawford & Associates), T. J. Neyens (Pinnacle Construction Group), Andy Lorenzen

Vice Chairman Keller called the meeting to order at 6:32 p.m. Roll call was taken with all members present except Henry, Blanchard, and Nolin. Nolin arrived at 6:36 p.m.

#1 Consideration and recommendation of a site plan for Meadows Plaza.

Chad Christensen of Cooper Crawford & Associates, 2167 Grand Avenue, Des Moines, Iowa, presented the site plan. He noted that the lot is located in the SW corner of the intersections of 8<sup>th</sup> Street SW and 28<sup>th</sup> Avenue SW, across 28<sup>th</sup> Avenue from Great Western Bank and Altoona Family Medical Center. The proposed building will be a tenant-finish type retail on the main level and office on the second level to meet C-2 zoning regulations. Andy Lorenzen of GE Wattier Architecture, 325 E. 5<sup>th</sup> Street, Des Moines, Iowa, described the building façade. Jim Mullen, 2802 Ithica Ct., Altoona, addressed the Board to raise five issues. A copy of Mullen's memo is attached and made a part hereof. Keller asked about visibility of the mechanical units from the street. Lorenzen stated the mechanical units will not be visible from the street. Keller asked about a drive-thru facility on a blind corner. Lorenzen stated a drive-through is not a part of the current phase and if installed as part of a tenant finish a stop sign and mirror will be required. Mullen asked if the two site accesses are each for one-way traffic. Christensen said each access is for two-way traffic. Mullen questioned whether the distance from the 8<sup>th</sup> Street SW intersection to the northern-most access is sufficient to not create problem traffic. Quick stated the distance has been reviewed by Staff and meets traffic stacking requirements. Nolin, Lohmeier and Keller each said Mr. Mullen has concerns that should be addressed to the City Council and staff.

Lohmeier moved to recommend approval of the site plan subject to correction of all deficiencies and that the five issues in Mr. Mullen's memo be addressed. Seconded by Hay. Votes: Yes – Lohmeier, Hay, Keller, Narber, Nolin; No – None. Motion approved 5-0.

#2 Review of 2006 Community Development Annual Report.

#3 Minutes of January 30, 2007 meeting. Lohmeier moved to approve the minutes. Seconded by Narber. Votes: yes – Lohmeier, Narber, Keller, Hay, Nolin; No – none. Motion approved 5 – 0.

Old Business – Lohmeier inquired as to the timeframe of the new Hy-Vee. Quick indicated there are a number of domino-type transactions to take place and something may come up in September or October.

To follow-up on previous month's discussion, Quick said City Engineering Staff is looking into traffic patterns at 5<sup>th</sup> Avenue SW and 8<sup>th</sup> Street SW and how best to make it smoother.

New Business – Review of recent Iowa Supreme Court Decision

Discussion regarding the September 2006 decision of the Court that re-zoning is a quasi-judicial proceeding may indicate this Board should have no ex parte contacts outside the hearing, maintain "court-like" procedures, and minutes should include adequate justifications for decisions.

Meeting adjourned at 7:35 p.m. Next meeting March 27, 2007 at 6:30 p.m.

Respectfully submitted,  
Susi Hoots  
Community Services Administrative Assistant