

PLANNING COMMISSION  
GLADSTONE, MISSOURI  
*Gladstone Community Center*  
Monday, June 15, 2020  
7:00 pm

**Item 1 on the Agenda: Roll Call.**

**Present:** Chase Cookson  
Mike Ebenroth  
Alicia Hommon  
Brenda Lowe  
Katie Middleton, Vice-Chair  
Kim Murch  
James New  
Jennifer McGee, Chair

**Absent:** JN Hernandez  
Gary Markenson  
Bill Turnage  
Larry Whitton

**Council & Staff Present:**

Mayor Jean Moore  
Mayor Pro Tem RD Mallams  
Bob Baer, Asst. City Manager  
Alan Napoli, Comm. Dev. Administrator  
Austin Greer, Planning Administrator  
Jenny Cisar, Admin. Assistant  
Becky Jarrett, Exec. Assistant

**Item 2 on the Agenda: Pledge of Allegiance.**

Chairperson McGee led the group in reciting the Pledge of Allegiance.

**Item 3 on the Agenda: Approval of the February 3, 2020 minutes.**

Chairperson McGee noted one correction that was made prior to the meeting- removing her from those in attendance at the February 3, 2020 meeting; she was absent that day.

**MOTION: By Ms. Middleton, second by Mr. Cookson to approve the corrected February 3, 2020 meeting minutes. All said Aye. The motion carried. (8 Yes- 0 No)**

**Item 4 on the Agenda:** PUBLIC HEARING: On a request for a Site Plan Revision at 6600 NE Antioch Road (White Chapel Funeral Home). Applicant: WSKF Architects. Owner: SCI

Shared Resources, Inc. File #2020-005. *The City Council Public Hearing is scheduled for Monday, July 13, 2020.*

Mr. Greer read the staff report. The applicant is proposing to demolish the existing White Chapel Funeral Home and construction a new 12,100 square foot funeral home in its place. The new building will be constructed using fiber cement lap siding, adhered stone, and architectural shingles in earth tone colors. There will be upgraded landscaping with irrigation systems throughout the new construction site. All exterior lighting will be LED. Mr. Greer explained that in regard to stormwater and the 10% Rule- the redeveloped area of this project is less than two acres and the increase in impervious area is less than 10%; therefore, this project does not require the new construction of stormwater detention and BMPs (Best Management Practices). With that being said, City Staff and the developers of this project agree that storm water management is important and that BMPs will be incorporated where they can be the most efficient and cost effective. He said it is also worth noting that there is an existing detention pond on the cemetery site and the performance of the pond will not be impacted by the proposed project.

City Staff recommends that the following conditions be considered if the Planning Commission and City Council choose to approve this project request:

1. Keep an active business license in perpetuity.
2. Any and all disturbed areas shall be sodded.
3. All manicured grass and landscaped areas shall be irrigated and maintained in perpetuity.
4. All mechanical equipment located on the roof and the ground shall be screened from public view similar in design to the rest of the structure. All screening will be reviewed via the building permit process.
5. Signage compliant with the sign code shall be used. Signage shall be approved at the time of permitting.
6. All exterior lighting shall be LED.
7. The dumpster shall be enclosed with materials consistent with the primary building. Specific colors shall be submitted and approved as part of the building permit.
8. Trash service and commercial deliveries shall occur between the hours of 7:00 a.m. to 10:00 p.m.
9. Tractor trailers, storage containers, and other commercial vehicles shall not be parked or stored overnight on the premises.

Mr. Greer concluded by saying that the developers of this project have agreed to all the conditions and City staff recommends this application be approved contingent upon the recommended conditions.

Chairperson McGee asked if the applicant was present.

Mr. Greer answered that the applicant is in the audience but does not wish to make a presentation. The applicant is available to answer any questions the Planning Commission may have.

Chairperson McGee opened the public hearing. There was no one to speak in favor or opposition of the application. Chairperson McGee asked for discussion from the Planning

Commission. The Planning Commission members did not have any comments. The public hearing was closed.

**MOTION: By Mr. Cookson, second by Ms. Lowe to approve Site Plan Revision for White Chapel Funeral Home; 6600 NE Antioch Road.**

<b>Vote: Mr. Cookson</b>	<b>Yes</b>
<b>Mr. Ebenroth</b>	<b>Yes</b>
<b>Ms. Hommon</b>	<b>Yes</b>
<b>Ms. Lowe</b>	<b>Yes</b>
<b>Ms. Middleton</b>	<b>Yes</b>
<b>Mr. Murch</b>	<b>Yes</b>
<b>Mr. New</b>	<b>Yes</b>
<b>Chairperson McGee</b>	<b>Yes</b>

**All said Aye. The motion carried. (8-Yes, 0-No)**

**Item 5 on the Agenda:** PUBLIC HEARING: On a request for a Site Plan Revision at 7117 N. Prospect Avenue (Hy-Vee Food Stores, Inc.). Applicant/Owner: Hy-Vee Food Stores, Inc. File #2020-006. *The City Council Public Hearing is scheduled for July 13, 2020.*

Mr. Greer read the staff report. Hy-Vee is proposing to relocate their Aisles Online services to the south side of the property into the 4,000 square foot addition approved last year (2019) by the Planning Commission and City Council. The original plan was to build an Aisles Online Kiosk on the north side of the Hy-Vee property, but given inside renovations, Hy-Vee has determined that moving the Aisles Online services to the south side expansion, logistically works better for them.

The building expansion footprint is the same as originally approved, except the canopy to cover the double drive thru is extended to the south approximately 20 feet – 10 feet per lane.

The Aisles Online pick-up will become two lanes, supervised by an employee at all times to greet and load orders. Orders are processed by time slot to control the number of orders coming in at any one time to regulate traffic.

In regard to the already approved 4,000 square foot building addition to the south side of the building located adjacent to their Wine & Spirits section of the store. City staff wants to reiterate and request that exterior lighting be no higher than 10 feet, angled downward and/or covered with light shields in an effort to preserve residential properties south of Hy-Vee. City Staff also requests that Hy-Vee extend their proposed tree line, within reason, to the southeast side of the property to cover the proposed addition and canopy.

The minimum setback requirement is 35 feet and this project meets that standard.

Linden Woods Village has submitted a letter of support for this project and it was included in the Planning Commission member's packets.

Mr. Greer stated that City staff recommends that the following conditions be considered if the Planning Commission and City Council choose to approve this project request:

1. All exterior lighting shall be LED.
2. Trash service, deliveries, and distribution shall be scheduled between the hours of 7:00 a.m. to 10:00 p.m.
3. Any and all disturbed areas shall be sodded.
4. All landscaped areas shall be irrigated and maintained in perpetuity.
5. All mechanical equipment on the roof(s) shall be screened from public view and the view to the neighborhood south of the project by a parapet similar in design to the rest of the structure. This must be a minimum of twelve (12) inches above the tallest piece of mechanical equipment.
6. Any new exterior lighting being added to the south side of the building, in relation to the 4,000 square feet addition, will be no higher than 10 feet, angled downward, and/or covered by light shields in an effort to preserve residential properties south of Hy-Vee.
7. Tractor trailers and storage containers shall not be parked or stored overnight in the main parking lot.
8. Tint or install window blinds operated by a timer located on the southeast side of the building adjacent to the neighborhood located to the south.

Hy-Vee has agreed to all conditions and City staff recommends approval of this project contingent upon the recommended conditions. The applicant, John Brehm, from Hy-Vee is here tonight to answer any questions.

Chairperson McGee asked if the applicant would like to come forward.

John Brehm, Director of Site Planning for Hy-Vee, 5820 Westown Parkway, West Des Moines, Iowa, addressed the Commission. Mr. Brehm said that he was in front of the Commission about a year ago when Hy-Vee received approval of the Wine and Spirits addition, canopy addition to the south and a small building to the north for grocery pick up. As things have changed during Covid-19, they have seen a 500% increase for on-line ordering. The small building that was planned is not large enough to manage that amount of traffic. Covid-19 has advanced on-line ordering and store pick-up probably 4-5 years ahead of what they had anticipated. The Hy-Vee operations team decided to change their plan and move the aisles on-line to the south side of the building where the pharmacy pick-up was. The pharmacy pick-up and the traditional grocery pick-up will now be located at the front of the store.

Mr. Brehm stated that the building expansion has not changed from his original request last year. The only thing that has caused him to come back to the Planning Commission is a canopy that will be over the second lane in the aisles on-line service. When they began the planning process, City staff asked if it would be possible to just have one lane, but after discussion with the operations unit at Hy-Vee, they determined the expansion to two lanes was necessary. This makes an extra 10' of canopy to the south residential area. Everything else that was approved in the Site Plan has stayed the same. There is significant landscaping being added on the south side as well as landscaping on the median where the canopy sits and in the curblane on the south side of the store towards the residences/fence. In this location they are adding trees along the entire stretch. Mr. Brehm offered to answer any questions.

Chairperson McGee asked if anyone in the audience would like to speak in favor of the application.

Connie Pflug, 7009 N. Montgall Court, addressed the Planning Commission. Ms. Pflug said she just had a question about the fence. She asked if there were any plans to improve the fence along the south boundary because when Linden Woods Village built their project, they put in a fence that is much higher than [the Hy-Vee fence] and it's a much better fence. She was hoping Hy-Vee was planning on doing something like that since they are coming closer to the residences.

Mr. Brehm answered that the fence that is on the south side of their property is wood and the fence that Linden Woods put in is a composite fence. He thought they were the same height. [Ms. Pflug commented that they are not the same height]. Mr. Brehm said that they do not have plans to replace the fence. It is good shape; they just repaired it a few years ago.

Chairperson McGee asked for those in opposition to come forward. There was no response. She asked for discussion from the Planning Commission.

Ms. Middleton questioned the increase in traffic Mr. Brehm discussed and asked if he had a number of cars per day or per hour, etc.

Mr. Brehm said that what is happening is that instead of people shopping in the store, they are ordering their groceries on-line and picking them up so it's roughly the same amount of traffic in total for the store. Before Covid-19 they were seeing maybe 4-5% of their customers using on-line ordering, now they're seeing upwards of 20-30% of their customers ordering on-line. He said that the busiest pick-up times are between 10:00 am- 12:00 pm and 5:00 pm- 7:00 pm.

Mr. Murch said he is confused about the traffic flow in the diagrams. He asked if they are indicating that people are going to come in from the main parking lot headed east and then do a u-turn and head west.

Mr. Brehm explained that the plan is for vehicles to come in through the south drive of the store head east into the pick-up lanes, which will u-turn them back west to exit.

Mr. Murch asked if there will be four lanes of traffic. He said that cars can drive around from the north side (back of the building) to get into the main parking lot.

Mr. Brehm replied that is possible, but they're not going to encourage that. It's not a separate lane; they are utilizing the existing lane of traffic and the stacking will be on the side of the building facing the parking lot.

Mr. Murch asked if they are advocating a one-way headed east and then north.

Mr. Brehm answered yes, the traffic under the canopy is one-way – east to west.

Mr. Murch said he agreed with the woman who asked about the fence; the Linden Woods fence is somewhere in the 10' range. He didn't know if staff knew [the exact height].

Mr. Greer said he was not sure what size the fence is off-hand.

Mr. Murch asked how tall the [Hy-Vee] building is.

Mr. Brehm said that the building is roughly 20' or so. Typically they are 22-26' feet tall, but the lighting is limited to 10'.

Mr. Murch said if there is 10' lighting in the lanes, it's going to shine right into the windows of those houses south of the fence.

Mr. Brehm replied that they are installing LED lighting and it has been there for years. The only light they are adding is under the canopy and it will be focused straight down. They are also adding a few building fixtures.

Mr. Murch commented that was when one lane was approved. Now they are adding a lane.

Mr. Brehm answered that they are not adding light to any of those items. They are only adding lighting to the building that was approved last time.

Mr. Ebenroth said he doesn't have a question about the site plan, but he is concerned about the construction crew that is on site right now. There are approximately 55 spaces taken up by construction equipment and 12 more spaces for the aisles on-line program. This is making it difficult for customers to find a space to park.

Mr. Brehm said he will talk with Hy-Vee Construction about re-arranging their staging.

Hearing no further comments, Chairperson McGee closed the public hearing.

**MOTION: By Mr. New, second by Mr. Ebenroth to approve the Site Plan Revision at 7117 N. Prospect Avenue.**

<b>Vote: Mr. Cookson</b>	<b>Yes</b>
<b>Mr. Ebenroth</b>	<b>Yes</b>
<b>Ms. Hommon</b>	<b>Yes</b>
<b>Ms. Lowe</b>	<b>Yes</b>
<b>Ms. Middleton</b>	<b>Yes</b>
<b>Mr. Murch</b>	<b>Yes</b>
<b>Mr. New</b>	<b>Yes</b>
<b>Chairperson McGee</b>	<b>Yes</b>

**All said Aye. The motion carried. (8-Yes, 0-No)**

**Item 6 on the Agenda: Other Business.**

**None.**

**Item 7 on the Agenda: Communications from the City Council.**

Mayor Moore said that since the Planning Commission last met there have been two new members that have joined the City Council – Tina Spallo and Tom Frisby. She has also taken the role of Mayor for the coming year and Councilman Mallams is now the Mayor Pro Tem.

Mayor Pro Tem Mallams said that we need to give the Leadership Team, City Manager and all of the staff members pats on the back for the job they did working through the Covid Virus. The City was able to reduce the staff while providing basic services to the residents.

Mayor Pro Tem Mallams made a couple of announcements including the opening of the outdoor pool and an upcoming public hearing at the City Council for the budget.

**Item 8 on the Agenda: Communications from City Staff.**

Mr. Greer introduced the new Administrative Assistant for Community Development, Jenny Cisar. He added that she comes with a wealth of knowledge of the public sector and will be a huge asset to the team.

Mr. Greer continued with a few announcements: the Atkins-Johnson Farm will re-open on June 3<sup>rd</sup>. The downtown Marriott hotel has finally broken ground. The beautification project has been re-scheduled for September 18-20, 2020 at Happy Rock West.

**Item 9 on the Agenda: Communications from the Planning Commission Members.**

Ms. Middleton asked if the City is doing a study to find out if there are any inherent, systemic racism issues that may be going on.

Mr. Greer answered that City Manager Wingerson released a statement that is located on the home page of the City's website. He thinks that should cover what Ms. Middleton is asking. He hasn't heard of any study being done, but all departments will be reviewing their policies and determining things the City can be doing better.

Ms. Hommon wanted to thank City staff for how they handled everything during Covid-19. She also thought the Community Update was great and hopefully it can continue on.

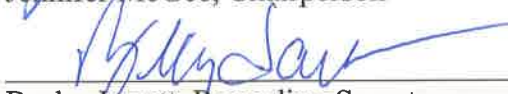
**Item 10 on the Agenda: Adjournment**

Chairperson McGee adjourned the meeting at 7:31 pm.

Respectfully submitted:

  
Jennifer McGee, Chairperson

Approved as submitted ☒

  
Becky Jarrett, Recording Secretary

Approved as corrected ☐