

MINUTES OF THE TUESDAY, September 13TH, 2016, PLANNING AND ZONING COMMISSION MEETING.

The September 13TH, 2016, Planning and Zoning Commission meeting was called to order at 6:01 p.m.

Roll Call. The following Commissioners were present: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Commissioners Streit and Schmidt were absent for this meeting. City staff in attendance: Andy Kass, and Kathryn Purvis.

Agenda Approval. Motion by Commissioner Nigro, seconded by Commissioner Hoifeldt, to approve the agenda for September 13th, 2016 with the amendment of item 10 moving above item 7 to accommodate a conflict of schedule with a representing party. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

Approval of the August 23rd, 2016, Regular Meeting Minutes. Motion by Commissioner Nigro, Seconded by Commissioner Hoifeldt, to approve the August 23rd, 2016 regular meeting minutes as written. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

Open Forum. None.

Motion to approve a Final Plat for Waukee Market Place Plat 1

Senior Planner Andy Kass introduced the request from the applicant Hurd Waukee, LLC for a final plat approval for the Waukee market Place Plat 1 at the subject property located south of Hickman road and west of se Alice's road. The project would include a total of 7 lots ranging in size from 1.14 acres to 2.44 acres all intended for commercial development. No public streets will be extended as part of this project but the applicant will be required to do some median work and turn lane work on Hickman Road for the access points indicated to lead to the private drive that will access lots 1-6. Access to lot 7 will be provided off of SE Alice's' Road at the time the property develops.

Mr. Kass advised that a 30 foot wide landscape buffer easement is proposed within outlot A along the west plat boundary to screen the adjacent residential lots from the proposed commercial uses. Utilities will be extended throughout the plat to serve all lots with sanitary sewer extending westward from Alice's Road, and water extending from the east side of SE Alice's Road. Storm water detention will be provided in a series of ponds fronting Hickman Road and along SE Alice's road which will outlet to the Hickman Road Storm Sewer.

At this time Staff Feels Comfortable with the proposal and would recommend approval of the final plat for Waukee Market Plat 1 Subject to remaining staff comments, completion of Public improvements, and review of the legal documents by the City Attorney.

Commissioner Hoifeldt moved to approve the final plat for Waukee Market Place Plat 1, which was seconded by Commissioner Fontenot, Subject to any remaining staff comments and completion of legal documents. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

Motion to approve a site plan for Veridian Credit Union (1090 E. Hickman Road)

Senior Planner Andy Kass introduced the request by applicant viridian Credit Union for a site plan approval of a Credit Union for the subject property located as the southwest corner of Hickman Road and SE Alice's Road. Mr. Kass advised that the proposed project includes the construction of a 5,897 square foot building to be used for a viridian credit union including a canopy for a drive-thru area that

will feature four drive-thru stalls. The trash enclosure is proposed to be located on the south side of the site and 42 parking spaces are identified on the site plan satisfying the required 14 spaces.

Mr. Kass continued explaining that access will be provided from the west via a private access that will be constructed by the developer of the Waukee Market Place Plat 1 Development. This private access connects to Hickman Road with future access to the south and to SE Alice's Road will be provided when the lot to the south develops. He also stated that a sidewalk is indicated along the south side of the site with internal sidewalks planned primarily around the building from the parking areas. The site plan does provide a pedestrian connection for the site to the sidewalk that will be constructed along the south side. Mr. Kass advised that the City is encouraging other developments to include the pedestrian sidewalks started on these plans so that it can connect with the trails coming up Alice's Road.

Mr. Kass Explained that all utilities will be extended to this site during Platting with sanitary sewer being extended from SE Westgate Drive along with water service from the same direction. A 1200 gallon grease trap is also indicated on the utility plan for the site. Mr. Kass advised that the proposed amount of open space is 54% satisfying a minimum of 20% of project space.

At this time staff is comfortable with the site plan and would recommend approval of the site plan subject to remaining staff comments.

Commissioner Hoifeldt questioned if there had been a color scheme change as the images in the packet were green, but according to the current slides the accents appeared brown. Mr. Kass advised that nothing had changed, the roof would be green with black trim on the windows allowing the council to look over the material samples submitted.

Commissioner Hoifeldt questioned if there would be access off of Alice's Road to this location prior to the Expansion project for Alice's Road. Mr. Kass advised that the City would probably work with the applicant for a temporary access point until the completion of the Widening Project. He also advised that the connection between Laurel Street and SE Alice's Road would be a signaled location.

Commissioner Fontenot questioned if the City had received any other applications for tenants in this area. Mr. Kass advised that AutoZone has submitted plans but that no other applications had submitted for review.

Commissioner Hoifeldt questioned if the powerlines were on the west or east side of the road on SE Alice's Road. Mr. Kass advised that the Powerlines were on the West side of the road, and added a large cost to the project in order to move them and provide MidAmerican with the necessary right of ways to manage the Power Poles.

Commissioner Nigro questioned if the pond would be dry bottomed. Mr. Kass advised that yes at this point the submitted plan had a dry bottom detention pond. Commissioner Nigro questioned if the City had thought about in ground detention with the rise in commercial projects. Mr. Kass advised that it was encouraged though the Specification and Subdivision Ordinance, but could be looked into further during the upcoming Comprehensive Plan discussions.

Commissioner Fontenot moved to approve the final plat for Waukee Market Place Plat 1, which was seconded by Commissioner Broderick, Subject to any remaining staff comments and completion of legal documents. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

A Motion to approve a Final Plat for Brandon's Reserve

Senior Planner Andy Kass introduced the request from the applicant M and R holdings, LLC for a final plat approval for Brandon's Reserve. Mr. Kass stated that the request is for a 23 lot single-family residential subdivision with 4 outlots located at the subject property located west of warrior lane and north of the SE University Avenue/ Warrior Lane intersection. Mr. Kass advised that the purpose of the outlots are to prevent construction within the mapped flood plain. Each outlot will be owned and maintained by the lot owner of the abutting lot and all lots within the Final Plat meet the minimum width requirement of 80 feet and the lots will range in size from 10,009 square feet to 40, 905 square feet.

Mr. Kass advised that two new streets, Ford Lane and Myles Court, have been extended off of Warrior Lane and would be local streets that are 29 feet in width. Five foot sidewalks will be constructed on both sides of the streets except along lots 3-6 where a 1 foot wide trail has been proposed to be installed.

Mr. Kass stated that a 25 foot landscape buffer easement will be provided along the east boundary adjacent to warrior lane. All utilities have been extended to all lots with all utilities being public except a few sections of storm sewer located on private property. The required amount of parkland dedication for this plat is 0.41 acres. In lieu of dedicating parkland the applicant has constructed a 10 foot trail with will provide pedestrian access to Songbird Park and will eventually connect with the Centennial Park trail system.

At this time staff feels comfortable with the plat and would recommend approval of the Final Plat for Brandon's Reserve subject to remaining staff comments and review of the legal documents by the city Attorney.

Commissioner Hoifeldt questioned who would be responsible for maintaining the creek in regards to the outlots connected to lots 4 and 5, and questioned if the owners would then own the creek.

Chuck Bishop of Bishop engineering and the Applicant's representative, advised that the homeowners would be responsible for the maintenance, but that there would be an Overland Flowage Easement placed in that area to prevent someone from building anything that would block the flow of water. He also advised that in the event of natural blockage, the City could ask the homeowner to maintain that as well, or could have the ability to maintain it themselves.

Commissioner Hoifeldt questioned if the homeowners would be able to use the access or build a bridge over the creek to access the internal streets on lots 4 and 5. Mr. Kass advised that private ingress/egress road will be developed through lot 4 and connect to lot 5 as the area develops. He also advised that there had been a request to build a bridge and that the City advised that the DNR and Iowa Corp of Engineers would have to sign off on a bridge before it could be allowed by the City.

Commissioner Shanks questioned the addressing for lots 4 and 5 and if the Emergency departments thought that there might be some confusion. Mr. Kass advised that lot 4 has a warrior lane address while lot 5 would have a Miles Court address, however, he could see how that may be confusing and advised that staff would revisit the addressing of Lot 5 for Emergency Purposes.

It was also clarified that the Parks marked with C should have been marked with the zoning COS, conservation and open space.

Commissioner Hoifeldt moved to approve the final plat for Brandon's Reserve, which was seconded by Commissioner Shanks, Subject to any remaining staff comments and completion of legal documents. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

Motion to approve a Site Plan, Preliminary Plat, and Final Plat for the Village at Shadow Creek Plat 1

Senior planner Andy Kass introduced the motion submitted by applicant Greenland Homes to approve a site plan, preliminary plat, and final plat for Village at Shadow Creek Plat 1. Mr. Kass advised that the applicant is seeking to develop a townhome community consisting of 15 buildings ranging from 2 to 6 units each for a total of 74 units on the subject property. The interior units will be 1248 square feet in size and the end units will be 1352 square feet. Concrete patios will be provided on most of the units and the units are intended to be rentals.

Two access points are indicated on the site plan. One at NE Alice's Road for which a declaration/ turn lane will be required to be constructed, and one on the south side from NE Dellwood Drive. All streets interior to the site will be privately owned and maintained. A 5 foot sidewalk will be provided on one side of the private street network.

Mr. Kass advised that the sanitary sewer will be provided from the stub that was installed as part of the Landing at Shadow Creek Plat 4 improvements in the northwest corner of the site. Sewage will flow to the Little Walnut Creek Lift Station. A water main will be looped through the site from NE Dellwood Drive and connect to the 12 inch water main located along NE Alice's Road. Storm water detention will be provided in a dry bottom detention basin located in the center of the site. All utilities interior to the site will be privately owned and maintained.

A 25 foot landscape buffer easement is being provided along the west plat boundary to provide screening from the adjacent single family district and the proposed site plan indicates the applicant is providing 43% open space. With the parkland dedication being satisfied with the parkland dedicated by the landing at shadow creek plat 4.

At this time staff is comfortable with the preliminary plat, site plan, and final plat and would recommend approval subject to remaining staff comments and review of all legal documents by the City Attorney.

Commissioner Nigro questioned if there was a grading plan provided in order to view the detention plans compared to home location. Mr. Kass advised that there was not one submitted, but the applicant did produce one for review.

Commissioner Hoifeldt questioned if the elevation would be sporadic or more similar in appearance. Mr. Kass advised that the buildings would not all be allowed to be the same due to design ordinances no more than 3 buildings in the complex could have the same elevation or color scheme. The applicant representative from Snyder and Associates advised that they would be creating more of a sporadic elevation.

Commissioner Nigro questioned if staff was comfortable with the lack of berms between the row home sections as this seemed to be opposite from what was required or done in the past. Mr. Kass advised that berms are encouraged if feasible but that they were addressing some drainage issues on the west side of the site by not placing the berms between the buildings.

Commissioner Hoifeldt and Nigro asked for some more clarification on the effect the water main easement would have on the patios and landscaping. Mr. Kass advised that the applicant would be working closely with the Public Works department to maintain the appropriate distance away not to disturb the water main and still grant landscaping and equivalent sized patios.

Commissioner Shanks questioned what would be used as screening between the units. Mr. Kass advised that it would most likely be some sort of PVC fencing.

Commissioner Hoifeldt questioned how the exchange would occur if the developer decided down the road to sell the units instead of leasing them. Mr. Kass advised that regardless, an association would have to be created. He continued, stating that once the last unit had been sold, the developer would hand over the association to a board of residents who would then decide on fees and its upkeep.

Commissioner Hoifeldt moved to approve the Site Plan for Village at Shadow Creek Plat 1, which was seconded by Commissioner Shanks, Subject to any remaining staff comments and completion of legal documents. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

Commissioner Hoifeldt moved to approve the Preliminary Plat for Village at Shadow Creek plat 1, which was seconded by Commissioner Broderick, Subject to any remaining staff comments and completion of legal documents. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

Commissioner Hoifeldt moved to approve the final plat for Village at Shadow Creek Plat 1, which was seconded by Commissioner Nigro, Subject to any remaining staff comments and completion of legal documents. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried.

New Business

Senior Planner Andy Kass informed the Commission that City Planner Melissa DeBoer would be out of the office for the next few meetings as she had welcomed a new baby boy into her family and that both were home and doing well.

Mr. Kass continued to introduce new business, advising that the department was busy with many new projects on both the Commercial and Residential sides of Waukee. He also stated that the discussions continued with Fridley and the possibility of an IMAX screen being included to their plans for Waukee if they had the correct amount of space.

He also advised that the city had received 5 submittals for the Comp Plan Project for the city and would be wrapping up the Review soon in hopes to have it in for review by the council on October 3rd.

Adjournment

Motion to adjourn the meeting was called by Commissioner Shanks and seconded by commissioner Nigro. Ayes: Nigro, Fontenot, Broderick, Hoifeldt, and Shanks. Nays: none. Motion carried and the meeting was adjourned at 7:02 pm.