

## **Minutes of the January 11<sup>th</sup>, 2022 Regular Planning and Zoning Commission Meeting**

The January 11<sup>th</sup>, 2022 Planning and Zoning Commission Meeting was called to order at 6:00pm.

**Roll Call:** The Following Commissioners were present: Hoifeldt, Broderick, Koshy, Ward, and Gerlitz. Commissioners Absent: Streit and Inman. City Staff in attendance: Andy Kass, Bill Mettee and Kathryn Purvis.

**Agenda Approval:** Motion by Commissioner Streit, seconded by Commissioner Hoifeldt, to approve the agenda for the January 11<sup>th</sup>, 2022 Planning and Zoning Commission Meeting. Ayes: Hoifeldt, Broderick, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

**Approval of the December 14<sup>th</sup>, 2021 Meeting Minutes:** Motion by Commissioner Ward and seconded by Commissioner Hoifeldt to approve and adopt the minutes of the December 14<sup>th</sup>, 2021 Planning and Zoning Commission Meeting. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

### **Approval of a Rezoning related to a change from R-3 (Multi-Family Residential District) to R-4 (Row Dwelling & Townhome District) [Prairie Village Townhomes Plat 1]**

Director of Development, Andy Kass, introduced the request for rezoning to R-4 (Row Dwelling & Townhome District) as submitted by the applicant, signature companies of Iowa, LLC. The subject property is currently zoned R-3 (Multi-Family Residential District) and contains approximately 2.6 acres located west of 6<sup>th</sup> street and north of university avenue.

Mr. Kass advised that the applicant has provided 100% consent from adjacent property owners within a 250- foot radius of the subject property. Mr. Kass advised that the change is generally consistent with the land uses identified in the Comprehensive Plan for the City of Waukee and that Staff would recommend approval subject to any remaining staff comments and review of the legal documents.

Commissioner Hoifeldt moved to approve the rezoning related to a change from R-3 (Multi-Family Residential District) to R-4 (Row Dwelling and Townhome District) subject to any remaining staff comments and review of the legal documents. Commissioner Gerlitz seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

**Approval of a preliminary Plat for Converge NW Plat 1**  
**Approval of a Final Plat for Converge NW Plat 1**

Director of Development, Andy Kass, introduced the request for approval of a Preliminary Plat as submitted by the applicant Hubbell Development Services. The subject property is generally located south of NW Sunrise Drive and east of NW 10<sup>th</sup> Street, containing approximately 15 acres. The property was previously zoned in the summer of 2021 to R-3 (Multi-Family Residential District) and platted as outlot Y of Waukee Crossing Plat 2.

At this time Staff recommends approval of the preliminary plat subject to any staff comments and review of the legal documents.

Commissioner Ward moved to approve the preliminary plat for Converge NW Plat 1 subject to any remaining staff comments and review of the legal documents. Commissioner Hoifeldt seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

Commissioner Hoifeldt moved to approve the Final plat for Converge NW Plat 1 subject to any remaining staff comments and review of the legal documents. Commissioner Ward seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

**Approval of a Site Plan for Converge NW Plat 1**

Director of Development, Andy Kass, introduced the request for approval of a Preliminary Plat as submitted by the applicant Hubbell Development Services. The subject property is generally located south of NW Sunrise Drive and east of NW 10<sup>th</sup> Street, containing approximately 15 acres.

Mr. Kass advised that the project involves the construction of three apartment buildings, 4 garage structures, 8 townhome buildings, and one clubhouse. Each apartment building will contain 60 units ranging in size from 673 square feet to 1,383 square feet. Each townhome building will contain 3-5 townhomes ranging in size from 1,634 square feet to 2,028 square feet. All units in the development are intended for rental use and are served by a shared clubhouse approximately 3,154 square feet in size with an outdoor pool. Two trash enclosures are located on site to serve the apartments, each town home unit will have individual trash services. .

Mr. Kass explained that access to the site is provided from two points off of NW 6<sup>th</sup> Street with all internal streets and access drives being privately owned and maintained. Sidewalks will be installed throughout the site and along NW Sunrise Drive and NW 6<sup>th</sup> Street. Public Utilities are available to the site and storm water management will be provided with a retention basin on the north side of the site. A total of 2.3 acres of parkland dedication is required

and the applicant has proposed a fee in lieu of land dedication. All parking, landscape, open space, and elevation requirements have been met at this time.

Staff would recommend approval of the site plan for Converge NW Plat 1 subject to any remaining staff comments and review of the legal documents.

- Commissioner Koshy questioned how many parking structures were on site. Mr. Kass advised 2 double sided structures in the middle of the site and two single sided structures on the west side of the site.
- Commissioner Broderick verified that a homeowners association would be established. Mr. Kass advised that was correct.

Commissioner Hoifeldt moved to approve the Site Plan for Converge NW Plat 1 subject to any remaining staff comments and review of the legal documents. Commissioner Gerlitz seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

### **Approval of a Preliminary Plat for Prairie Village Plat 2**

City Planner, Bill Mettee, introduced the request for approval of a preliminary plat as submitted by the applicant Signature Companies of Iowa. The subject property is generally located north of University Avenue and includes a portion of Gray Avenue and property due east of the street. The subject property contains approximately 5.06 acres.

Mr. Mettee advised that the preliminary plat identifies a total of 8 lots intended for single family residential development that meet or exceed the requirements of the R-2 Standard Zoning District. The plat also identifies extensions of both Gray Avenue and 10<sup>th</sup> Street. Public utilities will be extended to services the lots and storm water detention will be provided on site within each lot through detention easements at the rear of the lots. Landscape buffer easements will also be located adjacent to NW 10<sup>th</sup> Street.

At this time staff would recommend approval subject to any remaining staff comments.

- Commissioner Hoifeldt questioned if the city property to the east is vacated if the owner of this property would need to resubmit if they choose to purchase and incorporate the land into their development. Director of Development, Andy Kass, advised that the addition wouldn't be wide enough to add additional lots, however there would be the requirement to submit a revised plat if they were to incorporate that property and make changes to the plat.

Commissioner Gerlitz moved to approve the Preliminary Plat for Prairie Village Plat 2 subject to any remaining staff comments. Commissioner Hoifeldt seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

## **Approval of a Preliminary Plat of Prairie Village Overall**

City Planner, Bill Mettee, introduced the request for approval of a preliminary plat as submitted by the applicant Signature Companies of Iowa. The subject property is generally located north of University Avenue and west of 6<sup>th</sup> Street containing approximately 82.22 acres.

Mr. Mettee advised that the preliminary plat identifies a total of 168 lots that are intended for single family residential development and two lots that are intended for future townhome development. All lots meet or exceed their respective minimum requirements of the zoning district. Outlot Z is intended for Stormwater detention and will be owned and maintained by a Homeowner's Association. Outlot T which is intended for parkland would also be owned and maintained by the HOA. Outlots U and V are intended to be dedicated to the City for required parkland dedication.

At this time staff recommends approval of the preliminary plat for Prairie Village Overall subject to any remaining staff comments.

- Commissioner Koshy questioned what the jog at the north of the plat boundary was for. Mr. Mettee advised that is an access easement for the parkland.
- Commissioner Hoifeldt questioned if there was only one road headed west. Mr. Kass advised that was correct as of now due to property acquisition availability, however future development would see other connections headed west.

Commissioner Gerlitz moved to approve the Preliminary Plat for Prairie Village Overall subject to any remaining staff comments. Commissioner Ward seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

## **Approval of a preliminary Plat for James Pointe Plat 2**

### **Approval of a Final Plat for James Pointe Plat 2**

### **Approval of a Site Plan for Lot 1 of James Pointe Plat 2 (1500 NW Gettysburg Lane)**

City Planner, Bill Mettee, introduced the request for approval of a preliminary plat, Final Plat, and Site Plan as submitted by the applicant Silverstone Development Group. The subject property is generally located south of NW Gettysburg Lane and east of NW 17<sup>th</sup> Street, containing approximately 2.62 acres.

Mr. Mettee explained that the preliminary and final plats identify two lots that are being combined into one lot. The new lot will retain the M-1 (Light Industrial District) zoning designation that the individual lots had. The project consists of the construction of a 28,239 square foot office/warehouse shell building designed for up to 11 tenants. The building has two loading docks and a trash enclosure is shown to the south east of the building. Public utilities are available to service the lot, and Stormwater detention will be provided with shared detention

basins located adjacent to the site. Access is provided in two areas off of NW Gettysburg Lane, and all parking, landscaping, open space, and elevation requirements have been met at this time.

Staff recommends approval of the preliminary plat, final plat, and Site Plan for Lot 1 James Point Plat 2 subject to any remaining staff comments and review of the legal documents.

Commissioner Hoifeldt moved to approve the Preliminary Plat for Lot 1 of James Pointe Plat 2 subject to any remaining staff comments and review of the legal documents. Commissioner Ward seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

Commissioner Hoifeldt moved to approve the Final Plat for Lot 1 of James Pointe Plat 2 subject to any remaining staff comments and review of the legal documents. Commissioner Broderick seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

Commissioner Ward moved to approve the Site Plan for Lot 1 of James Pointe Plat 2 [1500 NW Gettysburg Lane] subject to any remaining staff comments and review of the legal documents. Commissioner Hoifeldt seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

### **New Business**

Director of Development Andy Kass, introduced new business and reminded the Commission of the upcoming joint workshop with City Council January 31<sup>st</sup>, 2022 at 5:15 pm.

### **Adjournment**

Commissioner Koshy moved to adjourn the regular Planning and Zoning Commission Meeting. Commissioner Hoifeldt seconded the motion. Ayes: Broderick, Hoifeldt, Koshy, Ward, and Gerlitz. Nays: none. Motion Carried.

The January 11<sup>th</sup>, 2022 Planning and Zoning Meeting was adjourned at 6:46pm.

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Cherian Koshy, Chairman

Attest:

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Andy Kass, Planning Coordinator