



## Planning & Zoning Meeting Minutes

January 13, 2026

The meeting was called to order at 6:00 PM:

**Item 1: Roll Call:** The following members were present:

Alex Broderick  
Luke Streit  
Megan Bankole  
Lucas Beenken  
Heather Lohse  
Jason Tuel

Members Not Present: Marsha Bannister

**City Staff Present:** Andy Kass, Community Development Director, Melissa DeBoer, Planning Coordinator, Hunter Gearhart, City Planner, and Dawn Young, Community Development Specialist.

**Item 2: Agenda Approval:** Motion by Commissioner Beenken to approve the agenda for the January 13, 2026, Planning & Zoning Commission Meeting, seconded by Commissioner Broderick. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

**Item 3: Approval of November 25, 2025, Meeting Minutes:** Motion by Commissioner Lohse to approve the meeting minutes of November 25, 2025, seconded by Commissioner Tuel. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

**Item 4: Open Forum:** None

**Item 5: Approval of a Rezoning related to a change from A-1 [Agricultural District] to C-1 [Community and Highway Service Commercial District] (Orange Commercial Development)**

Andy Kass, Community Development Director, introduced the request for approval of a rezoning for commercial development, as requested by Hurd Land Company LLC/Orange Development LLC, represented by Joseph Parsley of Carlson Consulting Engineers, Inc.

The property is generally located east of NE Alice's Road and north of E. Hickman Road, containing approximately 33.53 acres. The applicant is requesting that the property be rezoned from A-1 (Agricultural District) to C-1 (Community & Highway Service Commercial District) for future commercial development. Much of the property is undeveloped, however there are multiple structures in the northwest corner of the property that have been used for storage of equipment for Wright Tree Service for the past several years.

Notifications to property owners within 250-feet of the area proposed to be rezoned were mailed on January 2, 2026. The rezoning signs were placed on the property by the January 6, 2026, deadline. Staff has not received any correspondence regarding this request.

The concept plan provided identifies the development of a three (3) lot commercial development. In addition to the proposed commercial lots, the concept plan identifies the development of a 177,328 square foot retail/grocery store on

the north side of the property and an associated convenience store/gas station in the southeast corner of the property. The remaining parcels are identified to be retained by the seller and will be for future commercial development. The concept plan identifies compliance with the parking regulations for the proposed retail and convenience stores. A 30-foot landscape buffer will be required along the east and north sides to screen the commercial uses from the adjoining residential development. The buffers will be installed as the property develops. The existing structures on the property will be removed when the property develops.

Access to the property is shown to be provided from two access points from E. Hickman Road and three from NE Alice's Road. One full access into the site will be provided which is located at the existing traffic signal on NE Alice's Road. The remaining access points will be restricted to either a right-in/right-out or a three-quarter access point. The proposed uses identified on the concept plan are permitted uses within the C-1 district. Any additional use of the subject property would have to comply with the requirements of the C-1 zoning district.

The subject property is identified as Mixed-Use Corridor which is classified as a mixture of office, retail, or residential land uses in areas along key transportation corridors and between key nodes. The designation is further defined by buildings that are generally between 20,000 square feet and 100,000 square feet in area. The proposed project would be located along Hickman Road and NE Alice's Road. Both roads are key transportation corridors within Waukee. Although the proposed retail building is larger in area than the general range provided in the comprehensive plan, the location is suitable for a larger building due to its access from the road network and the ability of the existing infrastructure and planned future improvements to NE Alice's Road to handle the traffic that will be generated by a larger retail user.

The proposed zoning district is generally consistent with the Comprehensive Plan. The property included within the rezoning will be required to go through platting and site plan approval prior to any development on the property. Staff recommends approval of the rezoning for Orange Commercial Development.

Discussion as follows:

- General discussion of detention pond location indicated in the concept; final location to be determined when a site plan is submitted

Motion by Commissioner Lohse for Approval of a Rezoning related to a change from A-1 [Agricultural District] to C-1 [Community and Highway Service Commercial District] (Orange Commercial Development), seconded by Commissioner Bankole. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

#### **Item 6: Approval of a Rezoning related to a change from A-1 [Agricultural District] to K-RC [Kettlestone Retail Community District] (B. Krumm Farms)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a rezoning for future commercial development, as requested by B Krumm Farms LLC (Brian Krumm).

The property is generally located north of Ashworth Road and east of Grand Prairie Parkway, containing approximately 4.20 acres. This location is within the Kettlestone Corridor. The applicant requests to rezone the property from A-1 (Agricultural District) to K-RC (Kettlestone Retail Community District) for future commercial development.

Notifications to adjacent property owners were mailed on January 2, 2026. The rezoning signs were placed on the property by the January 6, 2026, deadline. Staff have not received any correspondence regarding this request.

The subject property consists of six lots. Each of the lots previously contained a single-family home. The six houses have recently been demolished. The applicant wishes to rezone the lots to K-RC, Kettlestone Retail Community District, for the purpose of selling the lots for future commercial development. The K-RC district permits typical commercial, retail, and office uses.

The subject property is located within the Kettlestone Corridor and was included within the 2015 master plan for the corridor. The land uses shown with the Kettlestone Master Plan for the subject property are Retail Community. The proposed rezoning is consistent with the Kettlestone Master Plan.

The proposed zoning district is consistent with the land uses identified in the Kettlestone Master Plan. Staff recommends approval of the rezoning for B. Krumm Farms.

Discussion as follows:

- Dennis Dolmage, of 3273 Ashworth Rd, spoke about concerns of their private road being used without permission during demolition and asked that the city consider better barricades to prevent further trespass issues and respect for their privacy
- Discussion of reaching out to city staff and/or contacting Dispatch to have police assistance going forward

Motion by Commissioner Broderick for Approval of a Rezoning related to a change from A-1 [Agricultural District] to K-RC [Kettlestone Retail Community District] (B. Krumm Farms), seconded by Commissioner Tuel. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

**Item 7: Approval of a Rezoning related to a change from C-1A [Neighborhood Commercial District] to C-1 [Community and Highway Service Commercial District] (WCSD Admin Building Expansion)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a rezoning for a commercial/office development, as requested by Waukee Community School District, and represented by Joel Jackson of Bishop Engineering.

The property is generally located south of SE University Avenue and west of Grand Prairie Parkway, containing approximately 10.22 acres. The applicant requests to rezone the property from C-1A (Neighborhood Commercial District) to C-1 (Community and Highway Service Commercial District) for the expansion of the current Waukee Community School District Administration Building. The subject property is located just to the east of the current administration building. The property is currently vacant, besides a regional storm water detention pond located on the south side of the property. Notifications to adjacent property owners were mailed on January 2, 2026. The rezoning signs were placed on the property by the January 6, 2026, deadline. Staff has not received any correspondence regarding this request.

The concept plan provided shows a 44,300 square foot addition to the existing building. The addition is proposed to be two stories. The existing building is a single-story building and just under 25,000 square feet in area. The concept plan also shows a new parking lot located to the north and east of the proposed building addition. Access will be provided from SE Parkview Crossing Drive, the public street, to the east. An access drive will also be provided between the existing parking lot for the existing building to the west and the new parking lot. Pedestrian connections are shown into the site from the surrounding public sidewalks

Discussion as follows:

- General discussion of the residential road in that area; confirmation from city staff that it is considered a minor collector and the speed limits will remain unchanged
- Other access points still being determined

Motion by Commissioner Broderick for Approval of a Rezoning related to a change from C-1A [Neighborhood Commercial District] to C-1 [Community and Highway Service Commercial District] (WCSD Admin Building Expansion), seconded by Commissioner Lohse. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

**Item 8: Approval of a Rezoning related to a change from R-4 [Row Dwelling and Townhome Dwelling District] / PD-1 [Planned Development Overlay] to R-4 [Row Dwelling and Townhome Dwelling District] / PD-1 [Planned Development Overlay] (Vintage Estates of Waukee)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a rezoning for a single-family residential subdivision, as requested by MCB Holdings, LLC and David Aschoff, represented by Jason Ledden of Snyder & Associates.

The property is generally located north of SE Esker Ridge Drive and west of SE Parkview Crossing Drive, containing approximately 7.9 acres. This location is within the Kettlestone Corridor. The applicant requests to rezone the property from R-4 (Row Dwelling and Townhome Dwelling District) with a Planned Development Overlay to R-4 (Row Dwelling and Townhome Dwelling District) with a Planned Development Overlay to amend the current planned development document to allow for individual lots for each of the proposed units in lieu of the existing co-op development.

Notifications to adjacent property owners were mailed on January 2, 2026. The rezoning signs were placed on the property by the January 6, 2026, deadline. Staff have not received any correspondence for or against the request. Staff have taken a few phone calls and emails from nearby residents that are pleased to hear that this property is under development review with plans for completing the project.

The concept plan provided includes 30 detached villa style townhome units, a pool, and a gazebo. The original site plan that was approved in April 2022 included 29 detached villa style townhome units and one clubhouse with a pool, all on one lot. The proposed concept plan will get rid of the originally proposed clubhouse and instead include one more detached townhome unit.

With the previously approved plan, all the dwelling units and land were owned by a cooperative. The proposed plan includes getting rid of the cooperative and replatting the property to provide individual lots for each of the units. Each lot will be individually owned. An outlot will be provided for the remaining portion of the property and will be owned and maintained by the homeowner's association.

Many of the units are already under construction with some of them close to being completed. The new property owner plans to complete the units per the originally approved plans with the addition of one more residential unit instead of the clubhouse. The units are located off of a private street. One access is provided onto the site from SE Esker Ridge Drive. This will remain as originally approved.

The requirements of the original Planned Development Agreement will mostly stay the same, the changes to the agreement include allowing a maximum of 30 units rather than 29, removing the cooperative, and getting rid of the community (clubhouse) building. The building setbacks, landscaping requirements and architectural requirements will remain the same. The proposed building elevations match what was previously approved with the original site plan. The building materials include hardboard siding, asphalt shingles, stucco, and brick or stone. Parkland dedication was previously satisfied with the original plans with a fee in lieu of land dedication.

The Kettlestone Master Plan identifies the subject property for office development. In 2016, the subject property was rezoned to K-OF as part of the larger Shops at Kettlestone North rezoning. Since the original rezoning, the area surrounding the subject property has changed significantly. To the east there is a rapidly growing office development and to the south is the planned KeeTown Loop entertainment district which includes entertainment, commercial/retail, and restaurant uses. The Kettlestone Master Plan was adopted with the intent to be flexible in the land uses within the district. The diversity of growth within this area and the existing adjoining residential uses to the west are compatible with both the existing and proposed zoning of R-4/PD-1.

The proposed zoning district is generally consistent with the land uses identified in the Comprehensive Plan and Kettlestone Master Plan. Based on the conformance with the Comprehensive Plan and Kettlestone Master Plan staff recommends approval of the rezoning for Vintage Estates of Waukee.

Discussion as follows:

- Mike Schneider, of 635 SE Tallgrass Ln, expressed concern about maintaining the grass/sightlines for traffic in that area, stating it had been a problem this past summer, including the lot to the east of the development
- General discussion of who owns the property, and the process of maintaining it in the event the new owner(s) does not maintain it properly going forward, including involvement of code compliance staff and the city attorney
- City staff is hopeful these concerns will be resolved with the new ownership that has taken over the project

Motion by Commissioner Streit for Approval of a Rezoning related to a change from R-4 [Row Dwelling and Townhome Dwelling District] / PD-1 [Planned Development Overlay] to R-4 [Row Dwelling and Townhome Dwelling District] / PD-1 [Planned Development Overlay] (Vintage Estates of Waukee), seconded by Commissioner Bankole. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

### **Items 9, 10: Approval of a Preliminary Plat for Big O Tires, and Approval of a Final Plat for Autumn Ridge Plat 2**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a preliminary plat and final plat for a commercial development, as requested by Centennial Development LC and Westwood Contractors, Inc.; and represented by Jeff Westendorf with Westwood Professional Services., Inc.

The property is generally located north of SE University Avenue and east of SE Alice's Road, containing approximately 1.22 acres. This location was originally platted as Lot 3 of Autumn Ridge Plat 1 in 2015. In 2019, a portion of the lot was replatted as a separate lot, leaving a portion of Lot 3 remaining. This plat will create a lot for future commercial development for Big O Tires.

The preliminary plat and final plat identifies one lot for future commercial development. Lot 1 is 1.22-acres in area. The proposed lot meets the requirements of the C-1 zoning district. The table below summarizes the bulk regulations for the C-1 zoning district. Stormwater detention will be provided along the west side of the proposed plat. No changes are proposed to the adjacent public streets or trails. A 5-foot-wide sidewalk exists to the west of the proposed plat, along the east side of SE Alice's Road. That sidewalk will remain.

Public utilities will be provided to the property. The stormwater management areas will be owned and maintained by the developer/property owner. All proposed easements have been indicated on the preliminary plat and final plat. A landscape buffer easement is provided on the east side of Lot 1 to provide a buffer for the residential development located to the east.

The subject property is classified as Community Commercial in the Imagine Waukee 2040: Comprehensive Plan. Community Commercial is defined as having two or more anchor tenants which could include a discount store or supermarket. Community Commercial uses are typically located along minor and major arterials and would serve a large portion of the community. The proposed use will support the overall commercial area to provide a variety of goods and services to the community.

The proposed lot meets the minimum requirements of the Zoning Ordinance, and the preliminary plat and final plat are in general conformance with the Subdivision Ordinance. Staff recommends approval of the preliminary plat for Big O Tires and the final plat for Autumn Ridge Plat 2 subject to remaining staff comments.

Discussion as follows:

- City staff confirmed a site plan has been submitted and is currently being reviewed

Motion by Commissioner Broderick for Approval of a Preliminary Plat for Big O Tires, seconded by Commissioner Tuel. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

Motion by Commissioner Lohse for Approval of a Final Plat for Autumn Ridge Plat 2, seconded by Commissioner Bankole. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

**Item 11: New Business**

Andy Kass spoke on the following:

- February 23, 2026, is the tentative date for joint meeting with Waukee City Council for an update on the Comprehensive Plan, more to come on that as information becomes available.

**Item 12: Adjournment**

Motion by Commissioner Broderick to adjourn the January 13, 2026, Planning and Zoning Meeting, seconded by Commissioner Lohse. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, and Tuel. Nays: None. Motion carried.

The meeting was adjourned at 6:45 PM.

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Lucas Beenken, Chairman

Attest:

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Andy Kass, Community Development Director