



Planning & Zoning Meeting Minutes

January 27, 2026

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

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

Alex Broderick
Luke Streit
Lucas Beenken
Heather Lohse
Jason Tuel
Marsha Bannister

Members Not Present: Megan Bankole

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

Item 2: Agenda Approval: Motion by Commissioner Broderick to approve the agenda for January 27, 2026, Planning & Zoning Commission Meeting, seconded by Commissioner Lohse. Ayes: Broderick, Streit, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 3: Approval of January 13, 2026, Meeting Minutes: Motion by Commissioner Streit to approve the meeting minutes of January 13, 2026, seconded by Commissioner Tuel. Ayes: Broderick, Streit, Beenken, Lohse and Tuel. Recusal: Bannister. Nays: None. Motion carried.

Item 4: Open Forum: None

Item 5: Approval of a Site Plan for Charlotte's Kitchen (1165 SE University Avenue)

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a site plan for a commercial building, as requested by Chicken Coop Real Estate, LLC and Charlotte's Kitchen LLC, represented by Rick Baumhover of Bishop Engineering.

The property is generally located north of SE University Avenue and east of SE Alice's road, containing approximately 1.03 acres. The location was platted as part of Williams Pointe Plat 5 in 2015. This is the only undeveloped lot remaining within that plat.

The project includes the construction of a single-story restaurant building for Charlotte's Kitchen. The building is 2,425 square feet in area and 22 feet in height. The site includes a drive-through lane located along the north and west sides of the building. A trash enclosure is shown at the north side of the site, a detached structure for an employee shelter is shown to the north of the proposed building to assist with the drive-through orders, and an outdoor patio is shown to the south of the building. A monument sign is shown at the southwest corner of the site, off of SE University Avenue.

There are several existing private accesses into this site from the surrounding properties. There is one existing access directly into the site from SE University Avenue along the south. No new accesses are proposed. A pedestrian connection will be provided into the site from the trail along SE University Avenue. Several internal sidewalks will provide access

around the building and parking lot areas. A total of 37 parking spaces are required for the proposed site plan. The total amount of parking proposed is 46 spaces including two accessible stalls. The required number of queueing spaces for the drive-through are being provided as well.

This site will be serviced with all public utilities. Storm water detention is provided with a regional detention basin located to the west of the subject site. A minimum of 20% of the project area is required to be open space. The total amount of open space proposed is 27%. The landscape plan meets the requirements of the Landscape and Open Space Ordinance.

The elevations of the building are proposed to be constructed mostly of stone veneer and wood look insulated wall panels. The trash enclosure will be constructed of the same stone veneer as the building, with metal gates. The detached employee shelter for the drive-through is proposed to be constructed of stone veneer to match the building.

The comprehensive plan classifies the subject property as Community Commercial. The Community Commercial classification provides a variety of uses that would serve the community and are located along minor or major arterials.

The site plan is in general conformance with the Site Plan Ordinance, Comprehensive Plan, and Planned Development. Staff recommends approval of the site plan for Charlotte's Kitchen, subject to remaining staff comments.

Discussion as follows:

- General discussion of entrances to the site and queueing stalls
- Marty Barkley, of Accurate Development, provided information related to queueing design directing customers to exits other than University Avenue
- Marty also provided information on the employee shelter location and its design for use by employees with tablets taking orders and/or sheltering

Motion by Commissioner Broderick for Approval of a Site Plan for Charlotte's Kitchen (1165 SE University Avenue), seconded by Commissioner Bannister. Ayes: Broderick, Streit, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 6: Approval of a Final Plat for Hope Springs Plat 1

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a final plat for a subdivision that includes multi-family residential, townhome residential, and commercial development, as requested by Hope K Farms LLC, represented by Josh Trygstad of Civil Design Advantage.

The property is generally located south of W Hickman Road between 11th and 20th Street, containing approximately 83.06-acres.

The final plat identifies a total of 7 lots, 6 lots for commercial development and one lot for townhome residential development (Lot 7). The plat also includes two outlots for future development. Outlot Y (6.97-acres) is for future commercial development and Outlot Z (32.80-acres) is for both future multi-family residential and future commercial development. The commercial lots (Lots 1-6) range in size from 1.74 to 4.26-acres in area. The townhome residential lot (Lot 7) is 20.38-acres in area. The final plat also includes three outlots for street right-of-way (Outlots V, W and X). Outlots V and W are to be deeded to the Iowa Department of Transportation. Outlot X will be a future street lot (11th Street) to be deeded to the City of Waukee.

All the proposed lots meet the requirements of the respective zoning districts. Stormwater detention will be provided within a large pond located within Outlot Z of the proposed plat as well as a smaller pond located within Outlot Y of the proposed plat. The ponds will be privately owned and maintained by an owner's association. Extensions of Maple Street

and 17th Street will be included as part of plat improvements. A ten-foot-wide trail will be installed along the west side of 17th Street.

Public utilities will be extended throughout the plat. The stormwater management areas will be owned and maintained by an owner's association. All proposed easements have been indicated on the final plat. Landscape buffer easements have been indicated between the different zoning districts and along 17th Street and Maple Street.

Parkland dedication requirements apply to Lot 7 as it is zoned residential. Based on the number of units proposed with the site plan for Lot 7 (133 units), the required amount of parkland dedication is 1.95-acres. The applicant proposes to satisfy the parkland dedication requirement with a fee in lieu of land dedication. The multi-family portion of Outlot Z will also be required to provide parkland dedication at time of future development.

The subject property is classified as Mixed Use, Medium Density Residential, and Wetland in the Imagine Waukee 2040: Comprehensive Plan. Medium Density Residential is defined as attached side-by-side townhome and rowhome products with densities ranging from 4 to 12 units per acre. Mixed-Use is defined as a mixture of office, retail, or residential land uses in areas along key transportation corridors and between key nodes.

All proposed lots meet the minimum requirements of the Zoning Ordinance, and the final plat is in general conformance with the Subdivision Ordinance. Staff recommends approval of the final plat for Hope Springs Plat 1 subject to remaining staff comments, review of the legal documents and completion of public improvements.

Discussion as follows: (None)

Motion by Commissioner Streit for Approval of a Final Plat for Hope Springs Plat 1, seconded by Commissioner Broderick. Ayes: Broderick, Streit, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 7: Approval of a Site Plan for Maple Street Village

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a site plan for a townhome development, as requested by Stark Enterprises and Hope K Farms LLC, represented by Josh Trygstad of Civil Design Advantage, LLC.

The property is generally located south of W Hickman Road between 11th and 20th Street, containing approximately 20.38-acres. The location is vacant, undeveloped land. It will be platted as Lot 7 with Hope Springs Plat I.

The project includes a total of 38 townhome buildings with a total of 133 townhome units for the entire site. Each building includes between 2 to 6 townhome units each. The units will include between 1 to 3 bedrooms and are between 1,467 and 2,019 square feet in area. The units include a mixture of single-story and two-story. Each unit includes a two-car-attached garage. The site plan also includes a clubhouse building and a maintenance building. A fenced-in dog park area and dog wash is provided centrally on the site. A pool and pickleball court are shown to be provided near the clubhouse.

Two accesses are provided into this site, one from Maple Street and one from 17th Street. Several private streets will be provided throughout the site. All interior streets will be privately owned and maintained by the homeowner's association. A total of 293 parking spaces are required and a total of 573 spaces are provided, including 3 accessible parking stalls. This includes 2 attached garage spaces per unit.

Five-foot-wide sidewalks will be provided adjacent to the site along both Maple Street and 17th Street. Pedestrian connections will be provided into the site from the public sidewalks. Private sidewalks will be installed throughout the townhome development in order to provide pedestrian access across the site.

The units will be serviced with private utilities that will be privately owned and maintained by the homeowner's association. Storm water detention will be provided in the large pond within the overall Hope Springs Plat 1 development, located just to the west of the subject site.

A minimum of 20% of the project area is required to be open space. The total amount of open space proposed is 43%. Plantings are being provided throughout the site in compliance with the Landscape & Open Space Ordinance. Landscape buffers will be provided along the north, south and west sides of the property.

The elevations of the buildings are proposed to be constructed of vinyl siding, vinyl board & batten siding, and asphalt singles in different color variations. Elevations of the proposed buildings have been provided for review. The lighting plan for the site includes street lighting for the private streets and lighting for the clubhouse and site amenities. The photometric plan meets the requirements of the City Code.

Parkland dedication is required for this project due to its residential nature. The total amount of parkland required based on the number of units proposed is 1.95-acres. Parkland dedication will be satisfied with a fee in lieu of land dedication with the final plat for Hope Springs Plat 1.

The proposed site plan is in general conformance with the Zoning Ordinance, Subdivision Ordinance, Site Plan Ordinance, and Comprehensive Plan. Staff recommends approval of the site plan for Maple Street Village subject to remaining staff comments.

Discussion as follows:

- General discussion of construction traffic and how it may affect residents nearby
- Andy Kass provided information on a construction access point that will be used to divert construction related traffic from public streets

Motion by Commissioner Tuel for Approval of a Site Plan for Maple Street Village, seconded by Commissioner Lohse. Ayes: Broderick, Streit, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Items 8, 9: Approval of a Final Plat for Remington Pointe Plat 8, Approval of a Final Plat for Remington Pointe Plat 9

Melissa DeBoer, Planning Coordinator, introduced the request for approval of final plats for single-family residential development, as requested by Remington Pointe, LLC, represented by Erin Ollendike of Civil Design Advantage.

The property is generally located south of University Avenue and west of 17th Street, containing approximately 0.58-acres.

This location was originally platted as Lots 1 and 31 of Remington Pointe Plat 2. Recently a final plat was approved and platted for Remington Pointe Plat 4, located adjacent to these properties, just to the west. The most eastern two lots within Remington Pointe Plat 4 (Lots 12 and 13) included taking portions from the subject properties and platting them with Plat 4. This left remaining portions of Lots 1 and 31 of Remington Pointe Plat 2. The purpose of the proposed final plats for Remington Pointe Plats 8 and 9 is to clean up the remainder of the lots left from platting with Plat 4.

Each of the final plats include one lot for single-family residential development. The lot with Plat 8 is 12,572 square feet in area and the lot with Plat 9 is 11,728 square feet in area. Both proposed lots meet or exceed the minimum requirements of the R-2 zoning district: Lot area, 8,000 square feet, lot width, 65 feet, front yard setback, 30 feet, rear yard setback, 30 feet, and side yard setback, 15 feet (total).

No changes are proposed to the existing streets or trails. The public improvements have already been completed with the Remington Pointe Plat 2 improvements. All public utilities will service both lots. Stormwater detention will be provided in an offsite detention area which will be owned and maintained by a homeowner's association. No new easements are proposed. All easements have already been recorded with the final plat for Remington Pointe Plat 2. Parkland dedication requirements have already been satisfied with the final plat for Remington Pointe Plat 2.

The subject property is classified as Single Family Residential in the Imagine Waukee 2040: Comprehensive Plan. Single Family Residential is defined as traditional forms of single-family housing with lot sizes ranging from 8,000 square feet to 0.50-acres in area with an average density of 2 to 4 units per acre. The proposed final plat is in conformance with the comprehensive plan.

All proposed lots meet the minimum requirements of the Zoning Ordinance, both final plats are in general conformance with the Subdivision Ordinance, and the proposed land use of the property is consistent with the Comprehensive Plan. Staff recommends approval of the final plats for Remington Pointe Plat 8 and Remington Pointe Plat 9 subject to remaining staff comments and review of the legal documents.

Discussion as follows: (None)

Motion by Commissioner Streit for Approval of a Final Plat for Remington Pointe Plat 8, seconded by Commissioner Broderick. Ayes: Broderick, Streit, Beenken, Lohse, and Bannister. Recusal: Tuel. Nays: None. Motion carried.

Motion by Commissioner Broderick for Approval of a Final Plat for Remington Pointe Plat 9, seconded by Commissioner Lohse. Ayes: Broderick, Streit, Beenken, Lohse, and Bannister. Recusal: Tuel. Nays: None. Motion carried.

Item 10: Approval of a Final Plat for KeeTown Loop Plat 7

Andy Kass, Community Development Director, introduced the request for approval of a final plat for a commercial development, as requested by The Quarter at Waukee, LLC and KTL Venue, LLC, represented by Keven Crawford of Cooper Crawford and Associates.

The property is generally located south of SE Esker Ridge Drive and east of SE Parkview Crossing Drive, containing approximately 3.28-acres. This property is located within the Kettlestone Corridor. It is currently platted as Lots 1 and 2 of KeeTown Loop Plat 5. The applicant is proposing to replat the property to include an outlot along the west side of the property.

The subject property consists of two lots in addition to an outlot along the west side of the property. The northern lot is 1.28 acres. The southern lot is 1.24 acres. The outlot is 0.76 acres. The K-RR district permits typical commercial, retail, and office uses. There are no public improvements associated with the plat. There are no new easements proposed with this final plat.

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 Regional.

The proposed plat is consistent with the land uses identified in the Kettlestone Master Plan. Staff recommends approval of the final plat for KeeTown Loop Plat 7 subject to remaining staff comments and review of legal documents.

Discussion as follows: (None)

Motion by Commissioner Streit for Approval of a Final Plat for KeeTown Loop Plat 7, seconded by Commissioner Bannister. Ayes: Broderick, Streit, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 11: New Business

Andy Kass spoke on the following:

- Congratulations to Luke Streit, who has been reappointed as a Planning and Zoning Commissioner
- Officer elections will take place at our next meeting
- Calendar invites will be sent for the joint meeting with City Council on 2/23/26

Item 12: Adjournment

Motion by Commissioner Broderick to adjourn the January 27, 2026, Planning and Zoning Meeting, seconded by Commissioner Lohse. Ayes: Broderick, Streit, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

The meeting was adjourned at 6:32 PM.

Lucas Beenken, Chairman

Attest:

Andy Kass, Community Development Director