



Planning & Zoning Meeting Minutes

February 24, 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
Marsha Bannister

Members Not Present:

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 Beenken to approve the agenda for February 24, 2026, Planning & Zoning Commission Meeting, seconded by Commissioner Bannister. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 3: Approval of February 10, 2026, Meeting Minutes: Motion by Commissioner Lohse to approve the meeting minutes of February 10, 2026, seconded by Commissioner Tuel. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 4: Open Forum: None

Item 5: Approval of a Site Plan for Premiere Dance Addition (870 NE Douglas Parkway)

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a site plan for an addition to the existing dance studio building, as requested by Premiere Properties, LLC, and represented by Rick Baumhover of Bishop Engineering.

The property is generally located south of NE Douglas Parkway and west of NE Alice's Road, containing approximately 1.92 acres. This subject property received site plan approval from City Council in fall of 2021. The existing building was constructed in 2022.

The project includes additions to the existing building. A total of 7,345 square feet of building space is being proposed to be added to the existing building. This includes a 3,135 square foot addition at the northeast side of the building and a 4,210 square foot addition at the west side of the building. Both spaces are proposed to be single-story and 28.5 feet in height. The existing building is 12,621 square feet in area. The overall building area with the proposed additions will be 19,966 square feet. The project also includes additional parking on the south side of the site and additional sidewalks around the building.

No new accesses are proposed. The existing access from NE Addison Drive and the existing shared access from NE Douglas Parkway will remain. A total of 80 parking spaces are required for this site. The site includes 56 existing parking spaces, and the proposed site plan includes adding 10 parking spaces for a total of 66 spaces, including three (3) accessible spaces. The remaining parking requirements are being met with a shared parking agreement with the property to the south (Lot 34).

No new public sidewalks or trails are proposed with this project. Five-foot wide sidewalks exist along both public streets adjacent to this site. Additional sidewalks are proposed interior to the site to provide pedestrian connections from the parking lot to the proposed building additions and around the building.

This site is already serviced with all public utilities. Storm water detention is provided with a shared detention basin located directly south of this site. A minimum of 20% of the project area is required to be open space. The total amount of open space proposed is 33% and meets the requirements of the Landscape and Open Space Ordinance. The elevations of the building additions are proposed to be constructed mostly of masonry, fiber cement siding and glass storefront system to match the existing building.

The comprehensive plan classifies the subject property as Neighborhood Commercial. The Neighborhood Commercial classification provides a variety of uses that would serve the surrounding neighborhoods and provide day-to-day goods and services for residents.

The site plan is in general conformance with the Site Plan Ordinance and Comprehensive Plan. Staff recommends approval of the site plan for Premiere Dance Addition subject to remaining staff comments.

Discussion as follows:

- General discussion of parking in the area and confirmation from city staff that they were unaware of any parking related complaints

Motion by Commissioner Broderick for Approval of a Site Plan for Premiere Dance Addition (870 NE Douglas Parkway), seconded by Commissioner Bankole. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Items 6, 7: Approval of a Preliminary Plat for Waukee Towne Center Plat 6, Approval of a Final Plat for Waukee Towne Center Plat 6

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a preliminary plat and final plat for a commercial development, as requested by Waukee Towne Center, LLC, represented by Ed Arp of Civil Engineering Consultants.

The property is generally located west of SE Alice's Road and south of SE Laurel Street, containing approximately 3.64 acres. The subject property was originally platted as three lots within Waukee Towne Center Plat 3. The request is to replat the lots into two lots for future commercial development.

The plat identifies a total of two lots for commercial development. Lot 1 is 1.81-acres in area and Lot 2 is 1.80-acres in area. An outlot is identified at the northeast corner of the plat for a monument sign. The outlot is 676 square feet in area and will be owned and maintained by Waukee Towne Center LLC.

Access to the lots will be provided from the private drive located along the west side of the proposed plat. Ingress/egress easements will be provided internally to provide access across the development through the proposed private drives. A 10-ft wide trail exists along SE Alice's Road, adjacent to this site. A 10-ft wide trail exists to the south of the site. Six-foot

wide private sidewalks will be installed internally to the site along the private drives to provide pedestrian access throughout the development. These sidewalks will be installed with individual lot development.

Private utilities will serve the proposed plat. Extensions will be made from the existing area mains. The utilities that extend throughout the proposed plat will be privately owned and maintained. Storm water management will be provided with a large pond located to the southwest of the proposed plat. All proposed easements have been indicated on the plat.

The proposed plat is 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 preliminary plat and final plat for Waukee Towne Center Plat 6 subject to remaining staff comments and review of the legal documents.

Discussion as follows: (None)

Motion by Commissioner Streit for Approval of a Preliminary Plat for Waukee Towne Center Plat 6, seconded by Commissioner Bannister. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Motion by Commissioner Bankole for Approval of a Final Plat for Waukee Towne Center Plat 6, seconded by Commissioner Lohse. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 8: Approval of a Site Plan for Waukee Fire Department Building Renovation (1300 SE LA Grant Parkway)

Andy Kass, Community Development Director, introduced the request for approval of a site plan for a commercial building, as requested by the City of Waukee, represented by Madison Dierks with Confluence.

The property is generally located south of SE University Avenue and east of SE L.A. Grant Parkway, containing approximately 2.89 acres. The subject property and existing 23,500 square foot building have been utilized as the site of the Waukee Police and Fire Departments since 2001. The existing building continues to be used as a fire station for the Fire Department. In 2025, the City of Waukee Police Department relocated to the new Waukee Public Safety Building located north of Hickman Road. The City of Waukee is planning to begin site renovations and interior and exterior modifications to the building in early 2026.

Several areas of pavement on the site are shown to be replaced to improve maneuverability within the parking areas as well as to replace concrete that is past its useful life. In addition, site grading modifications are proposed to improve drainage across the property. Minor modifications to the exterior of the building are proposed primarily to the front entry way into the building and to install new overhead doors to the fire department apparatus bays on the south side of the building. There are no additions to the building proposed.

The site is already served by public utilities. Minor modifications to utilities will be required for the renovation project. The project includes the addition of several trees to the site as well as various shrubs and bushes surrounding the building and parking areas.

The site plan is in general conformance with the Site Plan Ordinance Staff recommends approval of the site plan subject to remaining staff comments.

Discussion as follows:

- General discussion of door improvements, confirmation that Fire will maintain a presence there and Community Development will move to the north side previously occupied by Waukee Police

- Confirmation that Planning and Zoning meetings will remain at city council chambers

Motion by Commissioner Broderick for Approval of a Site Plan for Waukee Fire Department Building Renovation (1300 SE LA Grant Parkway), seconded by Commissioner Tuel. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

Item 9: New Business

Andy Kass spoke on the following:

- Update on comprehensive plan and joint meeting
- General discussion of the vacant planner position, job posting procedure and future staffing

Item 12: Adjournment

Motion by Commissioner Streit to adjourn the February 24, 2026, Planning and Zoning Meeting, seconded by Commissioner Bankole. Ayes: Broderick, Streit, Bankole, Beenken, Lohse, Tuel, and Bannister. Nays: None. Motion carried.

The meeting was adjourned at 6:26 PM.

Lucas Beenken, Chairman

Attest:

Andy Kass, Community Development Director