



## Planning & Zoning Meeting Minutes

March 10, 2026

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

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

Alex Broderick  
Megan Bankole  
Lucas Beenken  
Heather Lohse  
Marsha Bannister

Members Not Present: Luke Streit, Jason Tuel

**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 Bankole to approve the agenda for March 10, 2026, Planning & Zoning Commission Meeting, seconded by Commissioner Bannister. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

**Item 3: Approval of February 24, 2026, Meeting Minutes:** Motion by Commissioner Lohse to approve the meeting minutes of February 24, 2026, seconded by Commissioner Bankole. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

**Item 4: Open Forum:** None

**Item 5: Approval of a Site Plan for Waukee City Building (410 6th Street)**

Andy Kass, Community Development Director, introduced the request for approval of a site plan for a community building, as requested by the City of Waukee, represented by Thad Long of SVPA Architects.

The property is generally located west of 6<sup>th</sup> Street and south of Walnut Street, containing approximately 0.08 acres.

The subject property and existing 1,800 square foot building have been utilized for various City of Waukee uses over the years, including former City Hall and Library locations. The existing building was constructed in 1922 and has been utilized as a meeting space for the American Legion for the past several years. Recently, the City completed an assessment of the existing building to assess the condition of the building and estimate costs for necessary maintenance and expansion of the existing building. The study determined that the costs to make necessary improvements and expand the existing building would be greater than what the cost would be to be demolish and build a new building on the property.

The project includes the removal of the existing building on the property and the construction of a 2,650 square foot building to be used by community groups and residents as a rentable space for gatherings, meetings, and other community uses. A kitchen area, bathrooms, and a gathering space are planned to be within the building. A trash enclosure will be located behind the building on the west side of the property. There is no additional parking required for this project. The C-2 zoning district does not have minimum parking requirements. Staff would note that the city will

begin streetscape improvements later this year that will include the addition of 50 additional on-street parking spaces within the Downtown Triangle area.

The site is already served by public utilities. A grease interceptor will be installed to capture grease waste from the kitchen area within the building. Some minor storm sewer improvements are proposed to improve drainage on the property.

The building is proposed to be constructed primarily of various brick and other masonry materials. Arched windows are shown on the street facing façade. Rooftop mechanical equipment will be screened utilizing screen walls. The trash enclosure will be constructed of materials utilized on the building.

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

Discussion as follows:

- General discussion of parking in the area, with confirmation from city staff that another parking project will be occurring concurrently in that area

Motion by Commissioner Broderick for Approval of a Site Plan for Waukee City Building (410 6th Street), seconded by Commissioner Bankole. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

#### **Item 6: Approval of a Site Plan for Trailridge Baseball/Softball Storage (1455 NW Douglas Parkway)**

Andy Kass, Community Development Director, introduced the request for approval of a site plan for a storage building and batting cages, as requested by Waukee Community School District, represented by James Rodemyer of Bishop Engineering.

The property is generally located west of NW 10<sup>th</sup> Street and north of NW Douglas Parkway. The subject property has been developed in recent years for three (3) separate facilities for the Waukee Community School District. Two school buildings and a natatorium have been constructed on the property. In addition to the buildings, the School District has constructed outdoor athletic fields on the property.

The project includes the construction of an 800 square foot storage building near the baseball and softball fields in the northeast corner of the site. In addition, a 3-bay batting cage will be constructed. Sidewalk extensions will be completed as part of the project to allow for pedestrian circulation. No additional parking is required for the proposed improvements.

The site is already served by public utilities. Some minor storm sewer improvements are proposed to improve drainage on the property. The building is proposed to be constructed primarily of masonry materials.

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

Discussion as follows: (None)

Motion by Commissioner Bannister for Approval of a Site Plan for Trailridge Baseball/Softball Storage (1455 NW Douglas Parkway), seconded by Commissioner Lohse. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

## **Items 7, 8: Approval of a Final Plat for Kettlestone Lakes Commercial Plat 2 and a Site Plan for Kettlestone Lakes Commercial Phase 2 (3470 Grand Prairie Parkway)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a final plat and site plan for a commercial development, as requested by Kettlestone Lakes Retail LLC, City of Waukee, and Accurate Land Development, represented by Jarey Murray of Civil Design Advantage.

The property is located north of Interstate 80 and west of Grand Prairie Parkway, containing approximately 2.55 acres. The subject property is located within the Kettlestone Corridor and includes 2.25-acres. The property is vacant, undeveloped land. The first phase of Kettlestone Lakes Commercial just to the north of the subject property is underway and almost complete. This project includes the second phase of the Kettlestone Lakes Commercial development.

The project includes the construction of a single-story, multi-tenant commercial building. The site plan shows 11 tenant spaces within the building. The building is proposed to be 20,672 square feet in area and 28-feet in height. An outdoor patio space is proposed at the northeast corner of the building and a drive-through is proposed at the south side of the building. Tenants are unknown at this time, but the applicant is planning for a mix of retail and restaurant uses. The site plan includes a trash enclosure located at the west side of the site and a bicycle rack located just to the east of the building. The final plat identifies one lot. Lot 1 is 2.55-acres in area. The final plat also includes ingress/egress easements to provide access throughout the development.

Two accesses will be provided into the site from the north, from the public street adjacent to the property (SE Obsidian Drive). SE Obsidian Drive is a right-in/right-out at Grand Prairie Parkway. The first phase of the development, located to the north, includes ingress/egress easements to provide access through the site out to SE Kettlestone Boulevard, which includes a full, signaled access at Grand Prairie Parkway. A total of 164 parking spaces are required for the proposed project and a total of 164 spaces are provided, including 6 accessible parking stalls. The site plan also shows bicycle parking being provided in accordance with the Kettlestone Design Guidelines.

A ten-foot-wide trail exists along Grand Prairie Parkway at the east side of the site. A five-foot-wide sidewalk will be constructed along SE Obsidian Drive at the north side of the site. Pedestrian access will be provided onto the site from the sidewalk along SE Obsidian Drive. Private sidewalks are shown interior to the site to provide pedestrian access around the building.

Public utilities are provided to the site. Storm water detention will be provided with the pond located within the Kettlestone Lakes Plat 1 development, located to the west of the subject property. The pond will be privately owned and maintained. A minimum of 20% of the project area is required to be open space. The total amount of open space proposed with the site plan is 25%. Plantings are being provided throughout the site in compliance with the Landscape & Open Space Ordinance and the Kettlestone Design Guidelines.

The elevations of the building are proposed to be constructed of brick, stucco, and storefront system. The trash enclosure is proposed to be constructed of brick to match the building. Elevations of the proposed building and trash enclosure have been provided for review. A photometric plan for the site lighting has been submitted and complies with the requirements of the Site Plan Ordinance and the Kettlestone Design Guidelines. Several parking lot light fixtures are proposed as well as recessed, downlighting on the exterior of the building.

All proposed easements have been indicated on the final plat. A private sanitary sewer easement is provided. Public ingress/egress easements are provided for access across the site. There are no parkland dedication requirements for commercial development. The subject property is within the Kettlestone Corridor and was included within the 2015 master plan for the corridor. The land uses shown within the Kettlestone Master Plan for the subject property are Retail Regional. The proposed project is consistent with the Kettlestone Master Plan.

The proposed final plat and site plan are in general conformance with the Zoning Ordinance, Subdivision Ordinance, Site Plan Ordinance, Kettlestone Master Plan, and Kettlestone Design Guidelines. Staff recommends approval subject to any remaining staff comments and review of the legal documents.

Discussion as follows:

- General discussion of patio space and drive through locations

Motion by Commissioner Lohse for Approval of a Final Plat for Kettlestone Lakes Commercial Plat 2, seconded by Commissioner Bankole. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

Motion by Commissioner Broderick for Approval of a Site Plan for Kettlestone Lakes Commercial Phase 2 (3470 Grand Prairie Parkway), seconded by Commissioner Bannister. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

### **Item 9: Approval of a Site Plan for Big O Tires (805 SE Alice's Road)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a site plan for a commercial building, as requested by Centennial Development LC and Westwood Contractors, Inc., represented by Jeff Westendorf of 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. The subject property 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. A preliminary plat and final plat was recently approved by City Council to create a developable lot for the proposed commercial development for Big O Tires.

The project includes the construction of a single-story building that is 7,836 square feet in area and 25 feet in height. A trash enclosure is shown at the north side of the site, just north of the proposed building. A monument sign is shown at the southwest corner of the site.

One access will be provided into the site from SE Alice's Road. Other shared accesses are provided from the adjacent sites through private drives with ingress/egress easements. A pedestrian connection will be provided into the site from the trail along SE Alice's Road. A total of 35 parking spaces are required for the proposed site plan. The total amount of parking proposed is 42 spaces including 2 accessible stalls. This site will be serviced with all public utilities. Storm water detention is provided with a basin located along the west side of the site.

A minimum of 20% of the project area is required to be open space. The total amount of open space proposed is 32%. 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 brick veneers, stone veneers, EIFS, storefront system with glazing, and overhead doors. The trash enclosure will be constructed of the same brick veneer to match the building, with metal gates.

The subject property is classified as Community Commercial in the Imagine Waukee 2040: Comprehensive Plan. The Community Commercial classification provides a variety of uses that would serve the community and are located along minor or major arterials. The proposed use will support the overall commercial area to provide a variety of goods and services to the community.

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 Big O Tires subject to remaining staff comments.

Discussion as Follows: (None)

Motion by Commissioner Bankole for Approval of a Site Plan for Big O Tires (805 SE Alice's Road), seconded by Commissioner Lohse. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

**Item 10: New Business**

Andy Kass spoke on the following:

- Work on the Comprehensive Plan continues, more updates to follow
- The vacant planner position has been posted, review of applicants is ongoing

**Item 12: Adjournment**

Motion by Commissioner Broderick to adjourn the March 10, 2026, Planning and Zoning Meeting, seconded by Commissioner Bannister. Ayes: Broderick, Bankole, Beenken, Lohse, and Bannister. Nays: None. Motion carried.

The meeting was adjourned at 6:24 PM.

---

Lucas Beenken, Chairman

Attest:

---

Andy Kass, Community Development Director