

## **Minutes of the Tuesday, March 23<sup>rd</sup>, 2021 Planning and Zoning Commission Meeting**

The March 23<sup>rd</sup>, 2021 Regular Planning and Zoning Commission meeting was called to order at 6:00 p.m.

**Roll Call.** The Following commissioners were present: Streit, Koshy, Inman, Broderick, Ward, and Hoifeldt. Commissioner Conley were absent. City staff in attendance: Melissa DeBoer and Andy Kass.

**Agenda Approval.** A motion was made by Commissioner Streit, and seconded by Commissioner Inman, to approve the agenda for the March 23<sup>rd</sup>, 2021, Planning and Zoning Commission meeting. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

**Approval of the March 9<sup>th</sup>, 2021 Regular Meeting Minutes.** A motion was made by Commissioner Broderick, and seconded by Commissioner Hoifeldt, to approve the minutes of the March 9<sup>th</sup>, 2021 regular Planning and Zoning Commission meeting as written. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

**Open Forum:** None

### **Approval of a Site plan for Waukee Dental Clinic Expansion (350 E Hickman Road)**

Senior Planner, Melissa DeBoer introduced the request for approval of a site plan as submitted by the applicant, Downing Construction. The subject property is generally located south of Hickman Road and east of SE Dartmoor Drive, containing approximately 0.88 acres.

Mrs. DeBoer explained that the site plan identifies the construction of a 1.392 square foot addition on the south side of the building, which would bring the overall square footage of the building to approximately 5,000 square feet. The new addition includes a basement component that is just under 1,000 square feet. The trash enclosure will remain in the same general area. Access into the site is provided from the existing two entrances from the private street to the south and public utilities are also already servicing the building. All parking, open space, landscaping, and lighting requirements have been met at this time.

Staff would recommend approval of the Site Plan for Waukee Dental Clinic Expansion subject to any remaining staff comments.

- Commissioner Streit questioned if the existing building have a basement. Mrs. DeBoer advised that the current building does not have a basement.

Commissioner Hoifeldt moved to approve the Site Plan for Waukee Dental Clinic Expansion (350 E. Hickman Road) subject to any remaining staff comments. The motion was seconded by commissioner Broderick. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

**Approval of a Preliminary Plat for New Waukee 8-9 School**  
**Approval of a Final Plat for Waukee 8-9 School**  
**Approval of a Site Plan for New Waukee 8-9 School (1455 NW Douglas Parkway)**

Senior Planner, Melissa DeBoer, introduced the request for approval of a Preliminary Plat, Final Plat, and Site Plan for a new 8-9 School as submitted by the applicant, Waukee Community School District. The subject property is generally located north of NW Douglas Avenue and west of NW 10<sup>th</sup> Street, containing approximately 76 acres. The subject property was recently annexed into the city limits.

Mrs. DeBoer advised that the project identifies the creation of one lot that is 76.01 acres in area. This lot would contain a middle school (grades 8-9), associated parking, and accessory uses on it. The middle school is proposed to be 134,110 square feet in size and approximately 40 feet at its highest point. Approximately 36 classrooms are anticipated within the building. Athletic fields for football, softball, baseball, and multi-use are identified as well as a 2,670 square foot concession stand to service them. Space for a future natatorium building is shown on the west side of the site off of NW Georgetown Drive. A trash enclosure integral to the building is located on the northwest side of the school building. NW Douglas Parkway will be extended to NW 10<sup>th</sup> Street with this project.

Mrs. DeBoer advised that there are two primary accesses for the school. One off of NW Georgetown and a main access point off of NW Douglas Parkway. The site plan indicates a total of 574 parking spaces, of which 25 are designated accessible spaces. Pedestrian walkways will be installed around the building and throughout the site and 10 foot wide trails will be installed along both NW Douglas Parkway and NW Georgetown Drive. Public utilities will serve the site and storm water will be detained in basins located throughout the site, including a wet bottom pond located to the south east of the proposed school just north of NW Douglas parkway. All landscape, open space, and lighting requirements have been met at this time.

Staff would recommend approval of the preliminary plat, final plat, and site plan for New Waukee 8-9 School, subject to any remaining staff comments.

- Commissioner Streit questioned if Staff was comfortable with the length of the pickup/drop off zone. Mrs. DeBoer advised that it goes through the roundabout and exceeds the length of some of the other schools in the area. Staff is comfortable with the provided distance for queueing. Commissioner Streit questioned what would take up the space to the east of the roundabout. Kirk Johnson, a representative for Waukee Community Schools, advised that the district owns the property and has a future intention of keeping the space for a potential school site or other use.
- Commissioner Koshy questioned if there was enough parking. Mr. Johnson advised that it exceeds the city requirements and any future development would include additional parking space so, yes, the applicant is comfortable with the amount of parking.
- Commissioner Hoifeldt questioned what the opening date of the school is anticipated to be. Mr. Johnson advised that there is an anticipated date of Fall 2023.

Commissioner Streit moved to approve the Preliminary Plat for New Waukee 8-9 School subject to any remaining staff comments. The motion was seconded by commissioner Hoifeldt. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

Commissioner Streit moved to approve the Final Plat for New Waukee 8-9 School subject to any remaining staff comments. The motion was seconded by commissioner Broderick. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

Commissioner Streit moved to approve the Site Plan for New Waukee 8-9 School subject to any remaining staff comments. The motion was seconded by commissioner Hoifeldt. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

### **New Business**

Senior Planner, Andy Kass introduced new business to the commission. Capital Improvement Plan to be introduced at the next meeting.

### **Adjournment**

Commissioner Koshy moved to adjourn the March 23<sup>rd</sup>, 2021 regular Planning and Zoning Commission Meeting. The motion was seconded by Commissioner Broderick. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

Meeting adjourned at 6:19 pm.

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Cherian Koshy, Chairman

Attest:

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Andy Kass, Senior City Planner