

Minutes of the Tuesday, April 13th, 2021 Planning and Zoning Commission Meeting

The April 13th, 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: Brad Deets, Andy Kass, Melissa DeBoer and Kathryn Purvis.

Agenda Approval. A motion was made by Commissioner Streit, and seconded by Commissioner Inman, to approve the agenda for the March April 13th, 2021, Planning and Zoning Commission meeting. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

Approval of the March 23rd, 2021 Regular Meeting Minutes. A motion was made by Commissioner Broderick, and seconded by Commissioner Hoifeldt, to approve the minutes of the March 23rd, 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 LOF-Xpress (250 SE Alice's Road)

City of Waukee Senior Planner, Melissa DeBoer, introduced the request for approval of a site plan for a new lube, oil, and filter shop as presented by the applicant, LOF-Xpress Oil Change. The property is located south of Hickman Road and west of SE Alice's Road, containing approximately 1.69 acres. Improvements to extend SE Laurel Street and utilities to the site are underway.

Mrs. DeBoer explained that the site plan identifies the construction of a 7,500 square foot building for an oil change shop and a small canopy structure for patrons to drive in, select, and pay for services. A trash enclosure is shown at the northwest side of the site and a monument sign is shown at the east side of the site. Access to the site is provided through private drives located to the west and south of the site, as well as from the Tommy's Car Wash to the north. All parking, open space, landscaping, and lighting requirements have been met at this time.

Staff would recommend approval of the Site Plan for LOF-Xpress (250 SE Alice's Road) subject to any remaining staff comments.

- Commissioner Koshy questioned if there were any updates to the status of SE Laurel Street to extend to Hickman Road. Mrs. DeBoer advised that it is still the desire of the City to obtain that connection, but it is still dependent on the property owner that has the parcel between the two subject areas.
- Commissioner Broderick mentioned that he appreciated the lack of parking lot islands in this design.
- Representative for the Applicant, Brent Strauch of Shive Hattery, advised he was available for any questions.

Commissioner Hoifeldt moved to approve the Site Plan for LOF-Xpress (250 SE Alice's Road) subject to any remaining staff comments. The motion was seconded by commissioner Inman. Ayes: Streit, Koshy, Inman, Ward, Broderick, and Hoifeldt. Nays: None. Motion Carries.

Approval of a Preliminary Plat for Timber Creek Plat 1

City of Waukee Senior Planner, Andy Kass, introduced the request for approval of a Preliminary Plat for a residential development as submitted by the applicant, 31495 Ashworth Road, LLC. The subject property is generally located north of Ashworth Drive and east of R-22/Ute Avenue, containing approximately 17.76 acres. The property was recently rezoned from A-1 to R-1/PD in 2021.

Mr. Kass advised that the preliminary plan identifies a total of nine lots intended for single family residential development, ranging in size from 0.75 acres to 3.23 acres in area. The existing home on the property will remain and be located on lot 6. Outlots A, B, and C are areas within the 100 year floodplain and will be owned by the adjoining lot owner. Outlot Y is 2.15 acres in area with an existing horse barn. The barn will not be used for commercial or agricultural purposes, and maintenance of the outlot and buildings will be owned jointly by the owners of lots 6 and 7.

Mr. Kass advised that the planned development was included for two reasons. First, in order to address the shared use of the existing horse barn shown on Outlot Y, and second to address the request for a private street instead of a public street in order to place a gate at the entrance of the development, which would be owned and maintained by the Homeowner's Association. In exchange, the City has requested that the private street will be designed to a public street standard, a sidewalk will be provided on at least one side of the private street, appropriate street lighting will be required, emergency access for the Waukee Police and Fire Departments to the entrance gate along Ashworth road, and a public ingress/egress easement to provide access to maintain City utilities that serve the site.

Mr. Kass explained that storm water detention will be provided within Outlot Z, which will be owned and maintained by the Homeowner's Association. Public utilities will be available to the site, and a 10 foot wide trail is anticipated along Ashworth road when a widening project is constructed by the city. The trail construction covers part of the required parkland dedication, with the remaining balance proposed to be satisfied with a fee in lieu of additional land.

Staff would recommend approval of the preliminary plat for Timber Creek Plat 1 subject to any remaining staff comments.

- Commissioner Koshy questioned if the storage area (outlot Y) was a separate parcel from the rest of the development. Mr. Kass advised that right now, the area is all one parcel. For any future changes of the Outlot Y, there would need to be an amendment to the maintenance agreement between the owners of lots 6 and 7.

Commissioner Inman moved to approve the Preliminary Plat for Timber Creek Plat 1 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.

A Presentation of the Capital Improvements Plan (CIP) Fiscal Years 2022-2026

Director of development, Bradly Deets, presented the Commission with the Capital Improvements Plan for fiscal years 2022-2026. In the presentation, road projects for much of the City was identified, along with potential future land acquisitions and use. Current projects underway in 2021 such as the five way stop on S Warrior Lane, were also presented in order to orient the Commission about where infrastructure is being added to the City, and how that can dictate interest in areas of the City for development projects that come to the Commission for review.

- Commissioner Inman expressed some concern about school traffic and the current Trailhead on 10th Street. Mr. Deets advised that it is a tricky intersection that will require care and attention on both trail users and vehicle traffic alike, and that the two entry points for the High School should provide better distribution of traffic. Long term, the intent is to move the Trail head location to Triumph Park.
- Commissioner Koshy questioned if staff was anticipating alterations to commercial property valuation like what had occurred in Polk County and if that would affect the CIP. Mr. Deets advised that the City of Waukee consistently utilizes a conservative growth rate when planning infrastructure projects. When faced with higher growth percentages, projects are completed sooner than anticipated, but still with the mindset of keeping manageable growth within reach. There may be some alterations in the future for Office building types, but the City of Waukee does not have a lot of that kind of product, and what we do have is fully leased.
- Commissioner Broderick questioned if the future entertainment venue identified in the CIP was golf related. Mr. Deets advised that no, this entertainment venue would be a music venue and answer a need for medium sized concert locations. Additional hotels and restaurants are a possibility in the area.

New Business

Senior Planner, Andy Kass introduced new business to the commission.

Adjournment

Commissioner Koshy moved to adjourn the April 13th, 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 6:57 pm.

Cherian Koshy, Chairman

Attest:

Brad Deets, Director of Development