

Minutes of the July 26th, 2022, Regular Planning and Zoning Commission Meeting

The July 26th, 2022, Planning and Zoning Commission Meeting was called to order at 6:00pm.

Roll Call: The Following Commissioners were present: Hoifeldt, Streit, Inman, Koshy, Broderick, and Tessau. Commissioners Absent: Gerlitz. City Staff in attendance: Andy Kass, Melissa DeBoer, Bill Mettee, and Kathryn Purvis.

Agenda Approval: Motion by Commissioner Broderick to approve the agenda. Commissioner Gerlitz moved to approve the agenda for the July 26th, 2022, Planning and Zoning Commission Meeting. Ayes: Hoifeldt, Streit, Inman, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of the July 12th, 2022, Meeting Minutes: Motion by Commissioner Gerlitz and seconded by Commissioner Hoifeldt to approve and adopt the minutes of the July 12th, 2022, Planning and Zoning Commission Meeting. Ayes: Hoifeldt, Streit, Inman, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Open Forum: None

Approval of Rezoning related to a change from C-1A(Neighborhood Commercial District)/PD-1 (Planned Development Overlay District) and C-1 (Community and Highway Service Commercial District)/ PD-1 (Planned Development Overlay) to C-1 (Community and Highway Service Commercial District) / PD-1 (Planned Development Overlay) [Waukee Towne Center]

Community Development Director, Andy Kass, introduced the request for approval of a rezoning related to a commercial development as submitted by the applicant, Waukee Towne Center, LLC. The subject property is generally located west of SE Alice's Road and south of SE Laurel Street, containing approximately 48 acres. The applicant has submitted consent from 54.37% of property owners within 250 feet of the property to be rezoned and notification to the adjacent owners was mailed on July 15, 2022. The applicant has also held a public neighborhood meeting with surrounding property owners in May of 2022.

Mr. Kass advised that the concept plan identifies an approximately 300,000 square foot shopping/retail center and several commercial/retail parcels as well as amenities such as trails, and sculptures all of which will require additional approvals at the time of design and construction. Access to the property is shown to be provided from SE Laurel street additional accesses are being investigated. The rezoning request unifies the property under one zoning district and would update the planned development overlay to support the concept plan and provide details for signage, loading docks/screening, drive thru requirements, parking, and architectural intent.

At this time staff would recommend approval of a rezoning for Waukee Towne Center based on conformance with the Comprehensive Plan.

- Commissioner Streit questioned what was outstanding to get the connection to Hickman Road. Staff advised that staff has been unsuccessful acquiring the necessary land for the connection from the current landowner.
- Commissioner Hoifeldt questioned if, pending the connection to Hickman Road coming to fruition, the city would allow signage on Hickman Road as well. Mr. Kass advised that if one of the tenants were to purchase the land to install the sign, then there is the potential for signage on Hickman Road.
- Commissioner Broderick questioned if there would be a Master Owners Association. Mr. Kass advised that there is the expectation that one will exist to manage shared areas and private streets.
- Commissioner Tessau questioned what the average height of the anchor store would be. A representative of the applicant, Ed Arp, advised that the building is approximately 40 feet tall.
- Commissioner Streit questioned if there were any traffic impacts that would cause concern. Mr. Kass advised that staff and the applicant are still working through all site related logistics.

Commissioner Koshy moved to approve a Rezoning related to a change from C-1A (Neighborhood Commercial District)/PD-1 (Planned Development Overlay District) and C-1 (Community and Highway Service Commercial District)/ PD-1 (Planned Development Overlay) to C-1 (Community and Highway Service Commercial District) / PD-1 (Planned Development Overlay) [Waukee Towne Center]. The motion was seconded by commissioner Broderick. Ayes: Hoifeldt, Streit, Inman, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of a Final Plat for Hamilton Ridge Plat 5

City Planner, Bill Mettee, introduced the request for approval of a final plat for a single-family residential subdivision as submitted by the applicant, Hamilton Ridge LLC. The subject property is generally located south of Ashworth Road and east of U Place, containing approximately 5.82 acres.

Mr. Mettee advised that the final plat identifies a total of 17 lots ranging in size from 6,500 square feet to 16,325 square feet in size. All lots are zoned R-2 (one and two family residential), however some lots are also regulated by a PD-1 Planned development overlay that identifies square footage minimums, and specific requirements regarding the use of vinyl siding. Three public street extensions are identified on the plat and five-foot-wide sidewalks will be constructed along both sides of the streets with individual lot development. All utilities are available for extension to the lots and stormwater detention is provided via several outlots within the development. Parkland for the development is satisfied with the dedication of Outlot Z.

At this time staff would recommend approval of a Final Plat for Hamilton Ridge Plat 5 subject to any remaining staff comments, review of the legal documents, and completions of public improvements.

Commissioner Broderick moved to approve a final plat for Hamilton Ridge plat 5 subject to any remaining staff comments, review of the legal documents, and completions of public improvements. the motion was seconded by commissioner Tessau. Ayes: Hoifeldt, Streit, Inman, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of a Final Plat for Hamilton Ridge Plat 6

City Planner, Bill Mettee, introduced the request for approval of a final plat for a single-family residential subdivision as submitted by the applicant, Hamilton Ridge LLC. The subject property is generally located south of Ashworth Road and east of U Place, containing approximately 7.09 acres.

Mr. Mettee advised that the final plat identifies a total of 18 lots ranging in size from 9,056 square feet to 22,568 square feet in size. All lots are zoned R-2 (one and two family residential) and currently meet all bulk regulations of the R-2 district. Two public street extensions are identified on the plat and five-foot-wide sidewalks will be constructed along both sides of the streets with individual lot development. All utilities are available for extension to the lots and stormwater detention is provided via several Outlots within the development. Parkland for the development is satisfied with the dedication of Outlot Z.

At this time staff would recommend approval of a Final Plat for Hamilton Ridge Plat 6 subject to any remaining staff comments, review of the legal documents, and completions of public improvements.

Commissioner Broderick moved to approve a final plat for Hamilton Ridge plat 6 subject to any remaining staff comments, review of the legal documents, and completions of public improvements. the motion was seconded by commissioner Hoifeldt. Ayes: Hoifeldt, Streit, Inman, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of a Final Plat for Hamilton Ridge Plat 8

City Planner, Bill Mettee, introduced the request for approval of a final plat for a single-family residential subdivision as submitted by the applicant, Hamilton Ridge LLC. The subject property is generally located south of Ashworth Road and east of U Place, containing approximately 8.17 acres.

Mr. Mettee advised that the final plat identifies a total of 14 lots ranging in size from 12,025 square feet to 51,816 square feet in size. All lots are zoned R-2 (one and two family residential) and currently meet all bulk regulations of the R-2 district. Two public street extensions are identified on the plat and five-foot-wide sidewalks will be constructed along both sides of the streets with individual lot development. All utilities are available for extension to the lots and stormwater detention is provided via several outlots within the development. Parkland for the development is satisfied with the dedication of Outlot Z.

At this time staff would recommend approval of a Final Plat for Hamilton Ridge Plat 8 subject to any remaining staff comments, review of the legal documents, and completions of public improvements.

Commissioner Streit moved to approve a final plat for Hamilton Ridge plat 8 subject to any remaining staff comments, review of the legal documents, and completions of public improvements. the motion was seconded by commissioner Tessau. Ayes: Hoifeldt, Streit, Inman, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

2022-2023 Strategic Plan Priorities

City Administrator, Brad Deets, presented an overview of the recent strategic planning action items decided on by the City Council. Items called out include, a civil campus master plan, affordable housing phase 3, construction of a second public safety building, a City-wide focus on environmental sustainability, an aquatic facility, greenspace conservation, extending University Avenue, and the 5 year trail development plan.

New Business

Community Development Director, Andy Kass, introduced new business to the Commission.

Adjournment

Commissioner Broderick moved to adjourn the July 26th, 2022, Regular Planning and Zoning Commission Meeting. The motion was seconded by Commissioner Koshy.

The July 26th, 2022, Regular Planning and Zoning Commission Meeting was Adjourned at 7:07pm.

Hannah Inman, Chairman

Attest:

Andy Kass, Community Development Director