

Minutes of the October 25th, 2022, Regular Planning and Zoning Commission Meeting

The October 25th, 2022, Planning and Zoning Commission Meeting was called to order at 6:00pm.

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

Agenda Approval: Motion by Commissioner Broderick to approve the agenda. Commissioner Streit moved to approve the agenda for the October 25th, 2022, Planning and Zoning Commission Meeting. Ayes: Koelker, Hoifeldt, Streit, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of the October 11th, 2022, Meeting Minutes: Motion by Commissioner Broderick and seconded by Commissioner Streit to approve and adopt the minutes of the October 11th, 2022, Planning and Zoning Commission Meeting as amended. Ayes: Koelker, Hoifeldt, Streit, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

Open Forum: None

Approval of a Review and Consideration of the Proposed Towne Center Commercial Urban Renewal Plan for its Conformance with Imagine Waukee 2040 Comprehensive Plan

Director of Economic Development, Jennifer Brown, introduced the request for approval of an Urban Renewal Plan related to the proposed Towne Center Commercial Development. Mrs. Brown advised that the current proposal sought to address the objectives of the Comprehensive Plan to achieve a diversified and well-balanced economy that created job opportunities and strengthened the tax base, as well as, improve conditions and opportunities for economic development and enhance the general welfare of the city.

The urban Renewal plan allows activities that develop and provide improved economic conditions such as construction and repair of infrastructure, provide economic development grants, and acquire or dispose of property. Mrs. Brown advised that the eligible projects related to this development that would fall under the Urban Renewal Plan include development agreements, planning and engineering fees, as well as legal and administrative costs to support these projects.

In conclusion, Mrs. Brown advised that the next steps include written consideration from Planning and Zoning Commission, adoption by the City Council, and finally the approval of a TIF Ordinance.

Staff would recommend approval of the Urban Renewal Plan due to its conformity with the Imagine Waukee 2040 Comprehensive Plan.

- Commissioner Hoifeldt asked for clarification on the dollar amounts listed in the agreement and if the Commission would be approving those totals. Mrs. Brown advised that Urban Renewal Plans often require limits that are to not be exceeded for any potential development agreements in the future. The numbers in the plan for review were not directly correlated with any development or development agreement, but act as guidance for what could potentially be drafted in the future.

Commissioner Streit moved to approve the proposed Towne Center Commercial Urban Renewal Plan for its conformance with Imagine Waukee 2040 Comprehensive Plan. The motion was seconded by commissioner Hoifeldt. Ayes: Koelker, Hoifeldt, Streit, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of a Revised Preliminary Plat for Fox Creek Meadows

Senior Planner, Melissa DeBoer, introduced the request for approval of a revised preliminary plat as submitted by the applicant Fox Creek Meadows, LLC. The property is generally located north of NW Douglas Parkway and west of NW 10th street, containing approximately 25.63 acres.

Mrs. DeBoer advised that the requested revisions include an additional 16 lots providing a total of 80 lots intended for duplex residential development. Lots range in size from 5,000 square feet to 13,690 square feet. In addition to the proposed duplex lots, the preliminary plat identifies an outlot W for future multi-family development, Outlots X and Y for stormwater detention, and an outlot Z for parkland dedication. Landscape buffers will be provided between the R-2 lots and the area zoned R-3 as well as along 10th street. Public streets, five-foot-wide sidewalks, and a trail are all included in the public improvements for the development and public utilities will be provided to each lot.

At this time staff recommends approval of the revised preliminary plat for Fox Creek Meadows subject to any remaining staff comments.

Commissioner Broderick moved to approve the revised Preliminary Plat for Fox Creek Meadows subject to any remaining staff comments. Commissioner Tessau seconded the motion. Ayes: Koelker, Hoifeldt, Streit, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

New Business

Community Development Director, Andy Kass, introduced new business, gave an update that the U-Haul project will not have the orange faux doors on the exterior façade, and congratulated Mrs. DeBoer on being awarded to the Planning Coordinator position.

Adjournment

Commissioner Broderick moved to adjourn the October 26th, 2022 regular planning and zoning commissioner meeting. the motion was seconded by commissioner Streit. Ayes: Koelker, Hoifeldt, Streit, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

The meeting was adjourned at 6:22 pm

Hannah Inman, Chairman

Attest:

Andy Kass, Community Development Director