

Minutes of the January 10th, 2023, Regular Planning and Zoning Commission Meeting

The January 10th, 2023, Planning and Zoning Commission Meeting was called to order at 6:00pm.

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

Agenda Approval: Motion by Commissioner Koshy to approve the agenda for the January 10th, 2023 Planning and Zoning Commission Meeting. Seconded by Commissioner Hoifeldt. Ayes: Koelker, Hoifeldt, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of the December 13th, 2022, Meeting Minutes: Motion by Commissioner Koelker and seconded by Commissioner Tessau to approve and adopt the minutes of the December 13th, 2022, Planning and Zoning Commission Meeting. Ayes: Koelker, Hoifeldt, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Open Forum: None

Approval of Construction Drawings for Stratford Crossing Park (1250 NW Yorktown Drive)

Community Development Director, Andy Kass, introduced the request for approval of construction drawings for a new city park as presented by the applicant, City of Waukee. The subject property is approximately 7 acres in size and is generally located south of NW Yorktown Drive and east of NW Stratford Drive.

Mr. Kass advised that the park is anticipated to include 3 play areas with play structures, a basketball court, shade structures, trail networks, a restroom building, and approximately 10 parking spaces. A bid alternate option would provide a trail extension to the pedestrian underpass to Triumph Park and Northwest High School.

At this time staff recommends approval of the construction drawings.

- Commissioner Koshy questioned if there would be lights in the park. Mr. Kass advised there would be limited lighting in the park.
- Commissioner Koshy questioned what the play area surfaces would be. Parks and Recreation Director, Matt Jermier, advised that the two northern most play areas are being bid with rubberized park surfacing, and that the southern area which is set to house a zipline would contain mulch.
- Commissioner Koelker questioned if the restrooms would have changing stations. Mr. Jermier, advised that was correct.

Commissioner Koshy moved to approve the construction drawings for Stratford Crossing park (1250 NW Yorktown Drive) the motion was seconded by Commissioner Tessau. Ayes: Koelker, Hoifeldt, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of a Site Plan for Enterprise R-A-C Waukee (80 N Warrior Lane)

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a site plan for a rental car retail building as submitted by the applicant, Dane Wright. The subject property is generally located north of Hickman Road and west of Warrior Lane, containing approximately 2.08 acres.

Mrs. DeBoer advised that the site plan indicates the construction of a building approximately 2,400 square feet in size that includes a car wash at the west side of the building. The parking lot at the west side of the site will be used for rental cars and a trash enclosure will be provided along the south side of the site. Access is provided into the site from the north and east, and five-foot-wide sidewalks will be provided along both NW Venture Drive and N Warrior Lane. All public utilities exist to service the site and a detention basin to the west of the site will act as stormwater management. All landscaping, open space, parking, lighting, and elevation requirements have been met at this time.

Staff recommends approval subject to remaining staff comments.

- Commissioner Koelker asked for clarification on the shared portion of the lot. Mrs. DeBoer advised that it is a shared parking area, however each site maintains parking on their own lots to accommodate their individual requirements.

Commissioner Hoifeldt moved to approve the site plan for R-A-C Waukee (80 N Warrior Lane) subject to remaining staff comments. Commissioner Tessau seconded the motion. Ayes: Koelker, Hoifeldt, Koshy, and Tessau. Nays: none. Recused: Broderick. Motion Carried.

Approval of a Preliminary Plat for Parkside

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a preliminary plat for a single family residential subdivision as submitted by the applicant, Temple Holdings, LP. The subject property is generally located north of NW Douglas Parkway and east of NW 10th Street, containing approximately 58.47 acres.

Mrs. DeBoer advised that the preliminary plat identifies a total of 147 lots that comply with the standard R-2 zoning district requirements. Three Outlots (V, X, and Y) are identified for parkland dedication totaling approximately 4.39 acres. Outlots W and Z are identified for stormwater detention and will be owned and maintained by a homeowner's association. The plat indicates several public street and sidewalk extensions throughout the plat, and a ten-foot-wide trail is proposed to be installed along the east side of NW 6th Street. Public utilities will be provided to all lots and landscape buffer easements have been indicated along all lots that abut NW 10th Street.

Staff recommends approval subject to remaining staff comments.

- Commissioner Broderick and Hoifeldt both questioned the access to NW 10th Street and the lack of a north/south street between NW 6th Street and NW 2nd Street. Community Development Director, Andy Kass, advised that the drainage area near the development in question does not allow for further western extension of public streets, however the north/south streets in the development will continue north to connect into another major collector street for access.

Commissioner Hoifeldt moved to approve the preliminary plat for Parkside subject to remaining staff comments. The motion was seconded by Commissioner Broderick. Ayes: Koelker, Hoifeldt, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

Approval of a Final Plat for Kettlestone Peak Apartments Plat 1

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a final plat for an multi-family development as submitted by the applicant, J Larson Homes. The subject property is generally located north of SE Pleasant View Drive and East of Grand Prairie parkway, Containing approximately 15.23 acres.

Mrs. DeBoer advised that the property has received approval for a site plan involving the construction of three apartment buildings. The current request will split the lot into three individual lots. Lot 1, which is approximately 5.35 acres in size, will contain the current construction. Lots 2 (5.57 acres) and 3 (4.30 acres) being designated for future phases of the development. Future development will require separate site plan approvals for each phase. Street extensions, sidewalk installations, and extension of utilities are all requirements for the first phase of the development and were approved with the site plan.

Staff recommends approval of the final plat for Kettlestone Peak Apartments subject to remaining staff comments and review of the legal documents.

Commissioner Koshy moved to approve the final plat for Kettlestone Peak Apartments Plat 1 subject to remaining staff comments and review of the legal documents. Commissioner Koelker seconded the motion. Ayes: Koelker, Hoifeldt, Koshy, and Broderick. Nays: none. Recused: Tessau. Motion Carried.

Approval of a Site Plan for Access Systems- Existing (955 SE Olson Drive)

City Planner, Bill Mettee, introduced the request for approval of a site plan for maintenance and improvements of the existing Access Systems Building. the subject property is generally located north of SE Olson Drive and west of SE Alice's Road, and contains approximately 3.08 acres.

Mr. Mettee advised that the project involves pavement maintenance, landscaping, as well as façade updates to the existing building. Specifically, these updates will include repainting and replacing current building materials, installing a new approach and sidewalk, installing an ADA accessible path between the existing lot and the new Access Systems lot to the east, and providing new landscaping throughout the site.

Staff recommends approval of the site plan.

Commissioner Broderick moved to approve the site plan for Access Systems-Existing (955 SE Olson Drive). The motion was seconded by Commissioner Tessau. Ayes: Koelker, Hoifeldt, Koshy, Broderick, and Tessau. Nays: none. Motion Carried.

New Business

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

Adjournment

Commissioner Broderick moved to adjourn the meeting. the motion was seconded by Commissioner Koshy. The January 10th, 2022 Planning and Zoning Commission Meeting was adjourned at 6:36 pm.

Alex Broderick, Acting Chairman

Attest:

Andy Kass, Community Development Director