

Minutes of the January 24th, 2023, Regular Planning and Zoning Commission Meeting

The January 24th, 2023, Planning and Zoning Commission Meeting was called to order at 6:00pm.

Roll Call: The Following Commissioners were present: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Commissioners Absent: Inman and Broderick. 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 24th, 2023 Planning and Zoning Commission Meeting. Seconded by Commissioner Hoifeldt. Ayes: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Nays: none. Motion Carried.

Approval of the January 10th, 2023, Meeting Minutes: Motion by Commissioner Koshy and seconded by Commissioner Koelker to approve and adopt the minutes of the December 13th, 2022, Planning and Zoning Commission Meeting. Ayes: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Nays: none. Motion Carried.

Open Forum: None

Approval of a Preliminary Plat for Remington Pointe

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a preliminary plat for a subdivision including residential, townhome, multi-family, and commercial components. The subject property is generally located south of University Avenue and west of U Avenue, containing approximately 79.31 acres.

Mrs. DeBoer advised that the plat identifies 141 lots for single-family development, of which 23 will be affected by a planned development overlay allowing for smaller lot development outside of the allowed R-2 Zoning District Bulk Regulations. The plat also identifies 42 townhome lots, a multi-family outlot approximately 14.92 acres in size, and 7 Outlots along University Avenue for future commercial development. Stormwater detention will be managed within three Outlots (Z, P and Y), and public utilities will serve the development excluding the townhome development which will have private extensions. A number of street extensions will be completed as public improvements, and a ten-foot-wide trail will be installed along the west side of 17th Street and the south side of Werthman Drive. All proposed easements and required landscape buffer easements have been indicated on the preliminary plat.

Staff recommends approval of the preliminary plat for Remington Pointe subject to remaining staff comments.

- Commissioner Hoifeldt questioned if the improvements to University Avenue to be paved in the future would be a City Project. Community Development Director, Andy Kass, advised that there is an agreement that the asphalt project costs will be deducted from the responsibilities of the development at the time of future improvements to University Avenue.

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

Approval of a Preliminary Plat for Parkside Proper Plat 1
Approval of a Final Plat for Parkside Proper Plat 1
Approval of a Site Plan for Parkside Proper Plat 1

City Planner, Bill Mettee introduced the request for approval of a preliminary plat, final, plat and site plan for a multi-family townhome and villa-style development. The property is generally located north of Douglas Parkway and ease of NW 10th Street, containing 4.12 acres.

Mr. Mettee advised that the project involves the construction of 5 buildings ranging from 3 to 18 units, totaling 50 units. These buildings will range from 5,214 square feet to 15,540 square feet in size. Access to the development will be provided off of NW Douglas parkway and NW 6th Street and a 10 foot trail will be provided along NW Douglas parkway. Public utilities will be extended to the site, and stormwater detention will be managed in a basin located near the southwest corner of the site. All private streets, common areas, detention areas, and private utilities are the responsibility of the property owner. All parking, landscaping, open space, and elevation requirements have been met at this time.

Staff recommends approval of the preliminary plat, final plat, and site plan for Parkside Proper Plat 1 subject to remaining staff comments and review of the legal documents.

- Commissioner Hoifeldt questioned what would evoke the need for the designated future parking. Ryan Hardesty, a representative of the applicant, advised that the area is marked for contingent upon future multi-family development to the north.
- Commissioner Koshy questioned if the units are intended for owner occupation or rental use. Mr. Hardesty advised these were identified as rentals. However future phases have not been identified for owner-occupied versus rental use.

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

Commissioner Streit moved to approve the final plat for Parkside Proper Plat 1 subject to remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Hoifeldt. Ayes: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Nays: none. Motion Carried.

Commissioner Streit moved to approve the site plan for Parkside Proper Plat 1 subject to remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Tessau. Ayes: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Nays: none. Motion Carried.

Approval of a Preliminary Plat for Converge NW Phase 2
Approval of a Final Plat for Converge NW Phase 2
Approval of a Site Plan for Converge NW Phase 2

Community Development Director, Andy Kass, introduced the request for approval of a preliminary plat, final plat, and site plan for a multi-family residential development as submitted by the applicant, Hubbell Development Services. The property is generally located south of NW Sunrise Drive and ease of NW 10th Street, containing approximately 14 acres.

Mr. Kass advised that the project involves the construction of 4 apartment buildings, 7 separate garage buildings, 4 townhome buildings, and 1 clubhouse. The apartment buildings will house

approximately 60 units per building, ranging in size from 673 square feet to 1,383 square feet. The townhome buildings will comprise of 4 units each varying between single and two-story heights and range in size from 1,730 square feet to 2,028 square feet. The clubhouse is proposed to be 3,154 square feet in area and will feature a communal space and pool for use by complex residents. Trash enclosures are shown for the apartment complex, townhomes will have individual trash service for each unit.

Mr. Kass explained that access to the property is provided from NW 6th Street and NW Converge Drive. All streets and access drives internal to the site will be privately owned and maintained. Utilities will be extended to the site as part of plat improvements and stormwater management will be provided in a retention basin on the north side of phase 1 of the development currently under construction. All parking, landscaping, open space, and elevation requirements have been met at this time.

Staff recommends approval of the preliminary plat, final plat, and site plan for Converge NW Phase 2 subject to remaining staff comments and review of the legal documents.

- Commissioner Koshy questioned if the lack of extra parking would pose an issue for situations such as snow removal or storage. Matt Weller, a representative of the applicant, advised that he is confident that management will be able to find a place to store snow on-site or remove as needed. He pulled experience from downtown developments that consistently manage snow storage and removal with small parking footprints.

Commissioner Hoifeldt moved to approve the preliminary plat for Converge NW phase 2 subject to remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Tessau. Ayes: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Nays: none. Motion Carried.

Commissioner Hoifeldt moved to approve the final plat for Converge NW plat 2 subject to remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Tessau. Ayes: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Nays: none. Motion Carried.

Commissioner Hoifeldt moved to approve the site plan for Converge NW phase 2 subject to remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Tessau. Ayes: Koelker, Hoifeldt, Streit, Koshy, and Tessau. Nays: none. Motion Carried.

New Business

Community Development Director, Andy Kass, introduced new business and thanked Commissioners Hoifeldt and Koshy for their years of serving on the Commission as both closed out their final meeting with the Waukee Planning and Zoning Commission this evening.

Adjournment

Commissioner Koelker moved to adjourn the meeting. the motion was seconded by Commissioner Hoifeldt. The January 24th, 2023 Planning and Zoning Commission Meeting was adjourned at 6:37 pm.

Luke Streit, Vice-Chairman

Attest:

Andy Kass, Community Development Director