

**WAUKEE CITY COUNCIL AND PLANNING & ZONING COMMISSION  
JOINT WORK SESSION MEETING  
February 14, 2022**

- A. Call to Order** – The joint work session meeting of the Waukee City Council and Planning & Zoning Commission was called to order by Mayor Clarke at 5:31 p.m. at Waukee City Hall, 230 W. Hickman Rd.
- B. Roll Call by City Council** – The following members were present: Mayor Courtney Clarke; Council Members R. Charles Bottenberg, Chris Crone, Larry R. Lyon (electronically), Ben Sinclair. Absent: Council Member Anna Bergman Pierce.

**Roll Call by Planning & Zoning Commission** – The following members were present: Commissioners Alex Broderick, KC Gerlitz, Frank Hoifeldt (electronically), Cherian Koshy, Luke Streit, Angela Tessau. Absent: Commissioner Hannah Inman.

Also in attendance: City Administrator Tim Moerman, Assistant City Administrator Brad Deets, Community Development Director Andy Kass, Public Works Director/City Engineer Rudy Koester (electronically), Parks & Recreation Director Matt Jermier (electronically), IT Director Son Le (electronically), Police Lt. Scott Cunningham, City Clerk Rebecca D. Schuett.

- C. Agenda Approval by City Council** – Council Member Crone moved to approve the agenda; seconded by Council Member Sinclair. Results of vote: Ayes: Bottenberg, Crone, Lyon, Sinclair. Nays: None. Absent: Pierce. Motion carried 4 – 0 – 1.

**Agenda Approval by Planning & Zoning Commission** – Commissioner Koshy moved to approve the agenda; seconded by Commissioner Broderick. Results of vote: Ayes: Broderick, Gerlitz, Hoifeldt, Koshy, Streit, Tessau. Nays: None. Absent: Inman. Motion carried 6 – 0 – 1.

**D. Work Session:**

- 1) ***FY2021-2022 Strategic Plan: NW Neighborhood Plan Phase 1*** – Christopher Shires and Abbey Hebbert with Confluence presented the draft plan, reviewing the plan’s guiding principles of diversity and equity in housing, connectivity, priority for open space and landscaping, quality design, walkability and bikeability, sustainability and environmental stewardship. The proposed plan would be supplemental to the City zoning code and includes possible public/private partnerships for cost sharing. There was much discussion regarding the proposed plan, steps for implementation, and general community design principles.
- 2) ***City Council Discussion: snow removal policy*** – City staff briefly reviewed past and current practices regarding snow removal from sidewalks along University Avenue that abut residential property, stating that City staff have only cleared those sidewalks when snow plows are required to “wing back” the snow further from the roadway in anticipation of a second major snow event. After much discussion, the council asked City staff for additional information on the matter.

**E. Comments**

**Adjournment by City Council** – Council Member Bottenberg moved to adjourn; seconded by Council Member Sinclair. Ayes: All. Nays: None. Motion carried 4 – 0.

**Adjournment by Planning & Zoning Commission** – Commissioner Broderick moved to adjourn; seconded by Commissioner Gerlitz. Ayes: All. Nays: None. Motion carried 6 – 0.

Meeting adjourned at 7:11 p.m.

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Courtney Clarke, Mayor

Attest:

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Rebecca D. Schuett, City Clerk

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Andy Kass, Community Development Director

Attest:

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Luke Streit, Planning & Zoning Commission Vice Chairperson