

Minutes of the March 14th, 2023, Regular Planning and Zoning Commission Meeting

The March 14th, 2023, Planning and Zoning Commission Meeting was called to order at 6:00pm.

Roll Call: The Following Commissioners were present: Koelker, Beenken, Streit, and Broderick. Commissioners Absent: Tessau & Lohse. City Staff in attendance: Andy Kass, Bill Mettee, and Kathryn Purvis.

Agenda Approval: Motion by Commissioner Streit, to approve the agenda for the March 14th, 2023 Planning and Zoning Commission Meeting with the removal of items 9,10, and 11 due to a lack of quorum to vote on the items. Seconded by Commissioner Koelker. Ayes: Koelker, Beenken, Broderick, Streit. Nays: none. Motion Carried.

Approval of the January 24th, 2023, Meeting Minutes: Motion by Commissioner Broderick and seconded by Commissioner Koelker to approve and adopt the minutes of the January 24th, 2023, Planning and Zoning Commission Meeting. Ayes: Koelker, Hoifeldt, and Streit. Nays: none. Motion Carried.

Approval of the February 28th, 2023 Meeting Minutes: Motion by Commissioner Broderick and seconded by Commissioner Beenken to approve and adopt the minutes of the February 28th, 2022, Planning and Zoning Commission Meeting. Ayes: Koelker, Hoifeldt, and Streit. Nays: none. Motion Carried.

Open Forum: None

Approval of a Site Plan for Vince Meyer Learning Center North Parking Lot Improvements (430 Ashworth Drive)

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a site plan for parking lot improvements as submitted by the applicant, Waukee Community School District. The subject property is generally located south of Ashworth drive and west of 4th Street, containing approximately 7.80 acres.

Mrs. DeBoer explained that the current pick up/ drop off traffic for the school has been backing up into the neighboring residential area causing the school to update their parking area. The project would include the removal of the existing garden area, 3 parking spaces, and one of the driveways at the northwest of the site to make room for two separate queueing areas that should manage the traffic flow more efficiently.

At this time staff recommends approval subject to any remaining staff comments.

- Commissioner Streit verified that it was the queueing and not the parking that was an issue. Mrs. DeBoer advised that was correct. Joel Jackson, a representative for the applicant, advised that the students will be divided to one of the two zones which avoids confusion, or one drop off having more users than the other. The access the exits onto 4th

street is a one way to the south only to avoid further impacts on the surrounding neighborhood.

Commissioner Broderick moved to approve the site plan for Vince Meyer Learning Center North Parking Lot Improvements subject to any remaining staff comments. Commissioner Beenken seconded the motion. Ayes: Koelker, Beenken, Broderick, Streit. Nays: none. Motion Carried.

Approval of a Preliminary Plat for Brandon Estates
Approval of a Final Plat for Brandon estates Plat 1
Approval of a Site Plan for Brandon Estates (1100 NW Sunrise Drive)

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a preliminary plat, final plat, and site plan for a multi-family development as submitted by the applicant, Element 119. The subject area is generally located south of NW Sunrise Drive and west of WN 10th Street, containing approximately 7.54 acres.

Mrs. DeBoer advised that the project would include the construction of 112 multi-family units and a total of 7 buildings intended for rental purposes. The units range in size from approximately 1200 square feet to 1,650 square feet, and each building contains anywhere from 12 to 20 units. Two trash enclosures are provided on site on the west and east sides of the site and a monument sign is proposed at the north of the site. Access is proposed off of NW Sunrise Drive and sidewalks will be extended to provide pedestrian access to the site. Utilities will be privately maintained internally to the site and stormwater detention will be managed through the pond at the north side of the site. Maintenance of the pond is the responsibility of the owner. All parking, landscaping, open space, and lighting requirements have been met at this time. Parkland dedication will be satisfied with a fee in lieu of land.

At this time staff recommends approval for the preliminary plat, final plat, and site plan for Brandon Estates subject to any remaining staff comments and review of the legal documents.

- Commissioner Streit questioned if there is a chance for a second plat to be extended to the east based on the dead ends on the east of the site. Mrs. DeBoer advised that there is no intention to extend the project to the east.
- Unrelated to the current project, commissioner Koelker questioned if the city had plans for an aquatics center or city pool with the consistent increase in residential development. Community Development Director, Andy Kass, advised that the desire for an aquatics center has been slowly gaining popularity and is gaining more attention from Council. Aquatic centers, while nice amenities, can be capital heavy to operate and hard to staff. However, there is research into a future needs assessment of the area to further explore the option.

Commissioner Broderick moved to approve the preliminary plat for Brandon Estates subject to remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Beenken. Ayes: Koelker, Beenken, Broderick, Streit. Nays: none. Motion Carried.

Commissioner Beenken moved to approve the final plat for Brandon Estates plat 1 subject to remaining staff comments and review of the legal documents. The motion was seconded by commissioner Broderick. Ayes: Koelker, Beenken, Broderick, Streit. Nays: none. Motion Carried.

Commissioner Koelker moved to approve the site plan for Brandon Estates (1100 NW Sunrise Drive) subject to remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Beenken. Ayes: Koelker, Beenken, Broderick, Streit. Nays: none. Motion Carried.

Approval of an Amendment to Chapter 169.02 (Official Zoning Map for City of Waukee, State of Iowa)

Planning Coordinator, Melissa DeBoer, presented the updated zoning map for the City of Waukee to reflect all rezonings that have taken place since the last approval in May of 2020. A list of the zoning requests was attached for any questions.

- Commissioner Streit questioned if there was a set process for eliciting the update and approval of the official Zoning map. Community Development Director Andy Kass advised that there is not set indicator for when the map needs to be officially adopted, however, as a fast-growing community an annual update to the official map would be ideal, as the City Code references the map and legal city boundaries.

Commissioner Koelker moved to approve the Amendment to Chapter 169.02 (Official Zoning Map for City of Waukee, State of Iowa). Commissioner Broderick seconded the motion. Ayes: Koelker, Beenken, Broderick, Streit. Nays: none. Motion Carried.

New Business

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

Adjournment

Commissioner Streit moved to adjourn the March 14th regular Planning and Zoning Commission meeting. Commissioner Broderick seconded the motion.

The Meeting was adjourned at 6:25 pm.

Luke Streit, Chairman

Attest:

Andy Kass, Community Development Director