

Minutes of the March 28th, 2023, Regular Planning and Zoning Commission Meeting

The March 28th, 2023, Planning and Zoning Commission Meeting was called to order at 6:00pm.

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

Agenda Approval: Motion by Commissioner Broderick, to approve the agenda for the March 14th, 2023 Planning and Zoning Commission Meeting. Seconded by Commissioner Tessau. Ayes: Beenken, Tessau, Lohse, Broderick, and Streit. Nays: None. Motion Carried.

Approval of the March 14th, 2023 Meeting Minutes: Motion by Commissioner Beenken and seconded by Commissioner Tessau to approve and adopt the minutes of the March 14th, 2022, Planning and Zoning Commission Meeting. Ayes: Beenken, Tessau, Lohse, Broderick, and Streit. Nays: None. Motion Carried.

Open Forum: None

Approval of a Site Plan for Lot 2, Waukee Towne Center plat 2 (980 SE Laurel Street)

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a site plan for a commercial development as submitted by the applicant, Waukee Towne Center, LLC. The subject property is generally located west of SE Alice's Road and south of SE Laurel Street, containing approximately 5.51 acres.

Mrs. DeBoer advised that the project involves the construction of a 48,000 square foot multi-tenant retail building approximately 29 feet in height. Trash will be collected interior to the building and a monument sign/ fountain feature is shown at the far east side of the site. This will act as the entrance feature for the entire commercial development. Access into the site will be provided with shared access for the development off of SE Laurel Street, and pedestrian connections into the site will provide access from SE Laurel Street and from adjacent sites. Private utilities will be extended to serve the site and storm water is managed with a detention basin along the west side of the site as well as through a large pond to the south of the site. At this time staff recommends approval subject to remaining staff comments.

Motion by Commissioner Beenken and seconded by Commissioner Tessau to approve the Site Plan for Lot 2, Waukee Towne Center plat 2 (980 SE Laurel Street) subject to any remaining staff comments. Ayes: Beenken, Tessau, Lohse, and Streit. Nays: None. Recused: Broderick. Motion Carried.

Approval of a Preliminary Plat for Waukee Towne Center Plat 3
Approval of a Final Plat for Waukee Towne Center plat 3

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a preliminary plat and final plat for a commercial development as submitted by the applicant, Waukee Towne Center, LLC. The subject property is generally located west of SE Alice's Road and south of SE Laurel Street, containing approximately 20.98 acres.

Mrs. DeBoer advised that the plat identified a total of eight lots for commercial development ranging in size from 0.84 acres to 12.30 acres, as well as Outlot Y to be dedicated to the City of Waukee for parkland/open space requirements which will include a pond and public trails. Access to the lots will be provided off of both SE laurel Street and SE Alice's Road. 10-foot-wide trails currently exists both adjacent and to the south of the site, and a 10-foot-wide trail will be installed along the perimeter of the pond with extensions to the current trails. Sidewalks will be installed internally to the site to provide pedestrian access throughout the development. Private utilities will serve the proposed plat and will be privately owned and maintained. Stormwater management will be provided with the pond located along the west side of the proposed plat.

Staff recommends approval of the preliminary and final plats for Waukee Towne Center plat 3 subject to remaining staff comments and review of the legal documents.

Motion by Commissioner Tessau and seconded by Commissioner Beenken to approve the Preliminary Plat for Waukee Towne Center plat 3 subject to any remaining staff comments and review of the legal documents. Ayes: Beenken, Tessau, Lohse, and Streit. Nays: None. Recused: Broderick. Motion Carried.

Motion by Commissioner Tessau and seconded by Commissioner Lohse to approve the Final Plat for Waukee Towne Center plat 3 subject to any remaining staff comments and review of the legal documents. Ayes: Beenken, Tessau, Lohse, and Streit. Nays: None. Recused: Broderick. Motion Carried.

Approval of a Site Plan for KeeTown Loop Plat 3

City Planner, Bill Mettee, introduced the request for approval of a Final Plat for a commercial subdivision as submitted by the applicant, The Quarter at Waukee, LLC. The subject property is generally located north of Ashworth Road and west of Grand Prairie Parkway, containing approximately 1.75 acres.

Mr. Mettee advised that the purpose of the final plat is to split one lot, originally platted as Lot 3 of KeeTown Loop Plat 1, into two lots ranging in size from 0.49 acres to 1.26 acres. All lots meet the K-RR (Kettlestone Regional Retail) zoning district requirements, and no public improvements or new easements are required with the creation of the two lots.

At this time Staff recommends approval of the final plat for KeeTown Loop Plat 3 subject to any remaining staff comments and review of the legal documents.

- Commissioner Broderick questioned what the reason for the odd strip of one of the lots was for. Mr. Mettee advised it would contain parking and provide access to the lots.

Motion by Commissioner Tessau and seconded by Commissioner Lohse to approve the Site Plan for KeeTown Loop Plat 3 subject to any remaining staff comments and review of the legal documents. Ayes: Beenken, Tessau, Lohse, Broderick and Streit. Nays: None. Motion Carried.

Approval of a Site Plan for KeeTown Loop – RI (2856 Grand Prairie Parkway)

City Planner, Bill Mettee, introduced the request for approval of a site plan for a commercial/retail building as submitted by the applicant, The Quarter at Waukee, LLC. The subject property is generally located north of Ashworth Road and west of Grand Prairie Parkway, containing approximately 1.26 acres.

Mr. Mettee advised that the project includes the construction of a multi-tenant building approximately 9,300 square feet in size and 20'10" at its highest point. The main entrance to the building is along the south side and a trash enclosure will be provided on the south edge of the site. Access is provided through the development for the site from public streets and internal access points. Parking is part of a shared agreement allowing the total number of parking spaces required to be satisfied through other locations of the development. The amount of parking provided is sufficient and consistent with the provided guidelines at this time. Pedestrian access will be provided to the site and utilities will be privately owned and maintained. Stormwater management will be accommodated within the existing pond located to the southwest of the site. All landscape, open space, lighting, and elevation requirements have been met at this time. Staff recommends approval of the site plan for KeeTown Loop R1 subject to remaining staff comments.

- Commissioner Broderick questioned if there is an entity such as an owner's association planned to manage and maintain the shared access agreements related to parking and other shared elements. Community Development Director, Andy Kass, advised that there is an Owner's Association for the KeeTown development, and they will be responsible for parking and common areas.

Motion by Commissioner Broderick and seconded by Commissioner Beenken to approve the Site Plan for KeeTown Loop R1 (2856 Grand Prairie Parkway) subject to any remaining staff comments. Ayes: Beenken, Tessau, Lohse, Broderick and Streit. Nays: None. Motion Carried.

Approval of a Site Plan for Waukee Family Townhomes Maintenance Building (1315 SE Jacob Drive)

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a site plan for the addition of a maintenance building within the Waukee Family Townhome Development as submitted by the applicant, JNB Family Waukee, LP. The property is generally located south of SE Laurel Street and west of SE Waco Place, containing approximately 10.86 acres.

Mrs. DeBoer advised that the project includes the construction of a maintenance building approximately 4,650 square feet in size and 18 feet at its highest point. The building will have an overhead door on the south elevation, a driveway extension from SE Jacob Drive, and the existing mailbox pad and mailboxes will be relocated slightly to the east to accommodate construction. Utilities are already available to extend to the building and no other changes are required to the site in order to accommodate the project. Staff recommends approval subject to remaining staff comments.

- Commissioner Streit questioned if this building was part of the original plan. Mr. Mettee confirmed that it is a new addition due to the development needing expanded storage for their maintenance equipment.
- Commissioner Broderick questioned the unit count of the development. The representative for the applicant advised via zoom chat that there are 90 units in the development.

Motion by Commissioner Broderick and seconded by Commissioner Beenken to approve the Site Plan for the Waukee Family Townhomes Maintenance Building (1315 SE Jacob Drive) subject to any remaining staff comments. Ayes: Beenken, Tessau, Lohse, Broderick and Streit. Nays: None. Motion Carried.

Approval of an ordinance to amend Chapter 169 (sections 169.15, 169.18, 169.23, 169.24, 169.25, and 169.26) of the Municipal Code of the City of Waukee, Iowa by inserting “consumer fireworks sales” as a permitted use in commercial zoning districts.

Community Development Director, Andy Kass introduced the Staff Memo that recommends a change to six (6) sections within Chapter 169 of the Municipal Code of the City of Waukee, Iowa to include “consumer fireworks sales” as a permitted use within those sections. This amendment would bring the City Municipal Code into compliance with current State Law that indicates that fireworks sales are to be a permitted use within Commercial Zoning Districts as the current ordinance only allows consumer fireworks sales in M-1, M-1A, M-2 Industrial Districts.

- Commissioner Beenken advised that he was not in agreeance with the State overriding the professional ability of staff within cities that know what their Cities want, but that he is in agreeance with the amendment that keeps the municipal code compliant.
- Commissioner Tessau asked to clarify if there would be changes in the permit process. Mr. Kass advised there would not be any changes in the process, just a more varied availability of location.
- Commissioner Streit questioned if Staff anticipated more interest with the amendment. Mr. Kass advised he does not anticipate more interest as other State restrictions in times that fireworks can be sold or set off help that. It also does not restrict the City’s ability to regulate if fireworks are allowed to be set off within city limits.

Motion by Commissioner Broderick and seconded by Commissioner Tessau to approve an ordinance to amend Chapter 169 (sections 169.15, 169.18, 169.23, 169.24, 169.25, and 169.26) of the Municipal Code of the City of Waukee, Iowa by inserting “consumer fireworks sales” as a permitted use in commercial zoning districts. Commissioner Broderick seconded the motion. Ayes: Beenken, Tessau, Lohse, Broderick and Streit. Nays: None. Motion Carried.

New Business

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

Adjournment

Commissioner Broderick moved to adjourn the March 28th regular Planning and Zoning Commission meeting. Commissioner Tessau seconded the motion.

The Meeting was adjourned at 6:37 pm.

Luke Streit, Chairman

Attest:

Andy Kass, Community Development Director