

## **Minutes of the May 24<sup>th</sup>, 2022, Regular Planning and Zoning Commission Meeting**

The May 24<sup>th</sup>, 2022, Planning and Zoning Commission Meeting was called to order at 6:00pm.

**Roll Call:** The Following Commissioners were present: Gerlitz, Hoifeldt, Inman, Koshy, and Broderick. Commissioner Tessau arrives before staff reports. Commissioners Absent: Streit. City Staff in attendance: Andy Kass, Melissa DeBoer, Bill Mettee, and Kathryn Purvis.

**Agenda Approval:** Motion by Commissioner Koshy to approve the agenda. Commissioner Broderick moved to approve the agenda for the May 24<sup>th</sup>, 2022, Planning and Zoning Commission Meeting. Ayes: Hoifeldt, Streit, Koshy, and Broderick. Nays: none. Motion Carried.

**Approval of the May 10<sup>th</sup>, 2022, Meeting Minutes:** Motion by Commissioner Gerlitz and seconded by Commissioner Koshy to approve and adopt the minutes of the May 10<sup>th</sup>, 2022, Planning and Zoning Commission Meeting. Ayes: Hoifeldt, Streit, Koshy, and Broderick. Nays: none. Motion Carried.

**Open Forum:** None

### **Approval of a Rezoning related to a change from A-2 (Agricultural District) to R-2 (One and Two Family Residential District) and R-3 (Multi-Family Residential District) [Fox Creek Meadows]**

Senior Planner, Melissa DeBoer, introduced the request for approval of a rezoning for duplex and multi-family residential development as submitted by the applicant, Fox Creek meadows, LLC. The Subject property is generally located west of NW 10<sup>th</sup> Street and north of NW Douglas Parkway, containing approximately 25.62 acres. The applicant has submitted the required consent and notification to adjacent property owners was mailed on May 13<sup>th</sup>, 2022. No correspondence has been received to date for or against the rezoning.

Mrs. DeBoer advised that the concept plan provided shows a total of 64 duplex lots and one outlot (outlot W) which is intended for future multi-family residential development. Outlots Y and X are intended for stormwater detention and Outlot Z is identified as parkland dedication. Landscape Buffers will be required through out the subject property and public utilities will serve the site.

Staff recommends approval of the Rezoning related to a change for A-2 (Agricultural District) to R-2 ( One and Two Family Residential District) and R-3 (Multi-Family Residential District) , subject to any remaining staff comments.

- Commissioner Broderick questioned if the lots were large enough for a duplex. Mrs. DeBoer clarified that each lot would house one half of the duplex product as the product is anticipated to be owner occupied.
- Commissioner Inman questioned what the off shot of the pond was for. Community Development Director, Andy Kass, advised that it was an access path which is now required under the newly adopted Stormwater Maintenance Requirements.
- Commissioner Koshy questioned if there was additional multi-family construction in the area. Mr. Kass advised that the closest multi-family development would be east of 10<sup>th</sup> street, or further south of Northwest High School, but those were more “villa” style.
- Commissioner Broderick questioned if this was within the NW Neighborhood Plan City Staff had presented previously. Mr. Kass advised that this area is just outside of it. Mr. Kass advised that the alignment should match as this rezoning has been with staff for some time due to the annexation schedule, so the NW Neighborhood Plan takes it into account.

Commissioner Hoifeldt moved to approve a change for A-2 (Agricultural District) to R-2 ( One and Two Family Residential District) and R-3 (Multi-Family Residential District) , subject to any remaining staff comments. The motion was seconded by Commissioner Broderick. Ayes: Hoifeldt, Inman, Koshy, Broderick, and Tessau. Nays: none. Recused: Gerlitz. Motion Carried.

### **Approval of a Preliminary Plat for new Creations**

### **Approval of a Final Plat for New Creations**

### **Approval of a Site Plan for New Creations [801 NE Venture Drive]**

Senior Planner, Melissa DeBoer, introduced the request for approval of a preliminary plat, final plat, and site plan for a site containing adult and child daycare centers, as submitted by the applicant, Alice’s L.C. the subject property is generally located north of Hickman Road and west of NE Alice’s Road, containing approximately 2.28 acres.

Mrs. DeBoer advised that the project includes the construction of two separate daycare buildings, both a single story in height. The adult daycare center is 9,613 square feet in size and the child daycare building is 12,836 square feet in size. A courtyard area is shown between the two buildings, and outdoor play areas are identified as independent of one another. A potential future parking lot expansion is identified on the east side of the child daycare center, and any such expansion would require additional approval at the time of the project. Access is provided off of NE Venture Drive and an exit drive is provided at the west side of the site to allow adult drop off along the west side of the adult daycare building. both access points are to private streets. Sidewalks will be provided into and around the site for pedestrian access. Private utilities will serve the site and be privately owned and maintained. Stormwater detention is accounted for

within a regional detention basin for the overall development. At this time landscaping, open space, lighting and elevation requirements have been met.

Staff recommends approval of a preliminary plat, final plat, and site plan for New Creations [801 NE Venture Drive] subject to any staff comments and review of the legal documents.

- Commissioner Gerlitz questioned if the adult daycare would assist with medical needs, and if the applicant had insured proper access for emergency vehicles. Paul Claussen, a representative for the applicant, advised that he would need to verify with the applicant on any medical services provided but that he was sure the egress met the needs of emergency vehicles.
- Commissioner Koshy questioned if there were different fencing for each outdoor area. Mr. Claussen advised that was correct, but that both buildings are fenced independently for safety.

Commissioner Hoifeldt moved to approve a Preliminary Plat for new Creations, subject to any remaining staff comments and review of the legal documents. Commissioner Broderick seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Koshy, and Broderick. Nays: none. Recused: Tessau. Motion Carried.

Commissioner Broderick moved to approve a Final Plat for new Creations, subject to any remaining staff comments and review of the legal documents. Commissioner Koshy seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Koshy, and Broderick. Nays: none. Recused: Tessau. Motion Carried.

Commissioner Hoifeldt moved to approve a Site Plan for new Creations [801 NE Venture Drive], subject to any remaining staff comments and review of the legal documents. Commissioner Broderick seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Koshy, and Broderick. Nays: none. Recused: Tessau. Motion Carried.

### **Approval of a Site Plan for Dupaco Community Credit Union [1090 E Hickman Road]**

City Planner, Bill Mettee, introduced the request for approval of a site plan for a credit union as submitted by the applicant, Dupaco Community Credit Union. The subject property is located at the southwest corner of the intersection of SE Alice's Road and East Hickman Road, containing approximately 1.76 acres. Mr. Mettee advised that the original site plan was withdrawn in February of 2021, however the applicant has submitted a revised document for approval.

Mr. Mettee advised that the project includes the construction of one building approximately 6,400 square feet in size and one story in height which contains a drive thru option along the southeasterly side of the building. the site plan also identifies a trash enclosure

near the southwest corner of the site. Access is proposed as a connection to the access drive shared with ALDI as well as the southside of the property where a private drive exists eventually out letting to SE Alice's Road or East Hickman Road. Sidewalks will be installed along the south of the property line to connect with the 10-foot-wide trail along SE Alice's Road. Utilities are available to the site and will be privately owned and maintained, with stormwater detention accommodated for within regional detention basins for the overall development. All landscaping, open space, lighting, and elevation requirements have been met at this time.

Staff would recommend approval of the site plan for Dupaco Community Credit Union [1090 E Hickman Road] subject to any remaining staff comments and review of the legal documents.

- Commissioner Inman questioned if there would be any trails along the south side of E Hickman Road. Community Development Director, Andy Kass, advised that all trails exist on the north side of E Hickman Road at this time and connect to the Trail along SE Alice's Road to access the establishments on the southside of the street.

Commissioner Hoifeldt moved to approve a site plan for Dupaco Community Credit Union [1090 E Hickman Road] subject to any remaining staff comments and review of the legal documents. The motion was seconded by Commissioner Tessau. Ayes: Gerlitz, Hoifeldt, Inman, 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. Ayes: Gerlitz, Hoifeldt, Inman, Koshy, Broderick, and Tessau. Nays: none. Motion Carried. The May 24<sup>th</sup>, 2022 Regular Planning and Zoning Commission Meeting was Adjourned at 6:34 pm.

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Hannah Inman, Chairman

Attest:

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Andy Kass, Community Development Director