

## **Minutes of the July 12<sup>th</sup>, 2022, Regular Planning and Zoning Commission Meeting**

The July 12<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, Broderick, and Tessau. Commissioners Absent: Streit and Koshy. City Staff in attendance: Melissa DeBoer, Bill Mettee, and Kathryn Purvis.

**Agenda Approval:** Motion by Commissioner Broderick to approve the agenda. Commissioner Gerlitz moved to approve the agenda for the July 12<sup>th</sup>, 2022, Planning and Zoning Commission Meeting. Ayes Gerlitz, Hoifeldt, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

**Approval of the June 28<sup>th</sup>, 2022, Meeting Minutes:** Motion by Commissioner Gerlitz and seconded by Commissioner Hoifeldt to approve and adopt the minutes of the June 28<sup>th</sup>, 2022, Planning and Zoning Commission Meeting. Ayes Gerlitz, Hoifeldt, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

**Open Forum:** None

### **Approval of a Final Plat for Prairie Rose Plat 4**

City Planner, Bill Mettee, introduced the request for approval of a Final plat for a single-family residential subdivision as submitted by the applicant, Prairie Rose Waukee, LLC. The subject property is generally located south of NW Douglas Parkway and east of NW 2<sup>nd</sup> street containing approximately 20.75 acres.

Mr. Mettee advised that the plat identifies a total of 52 lots ranging in size from 7,164 square feet to 15,589 square feet. All lots meet or exceed the respective bulk regulations for the zoning district they are located within. Six public street extensions are included as part of the plat, a 10-foot trail will be installed along the north and south sides of NW Douglas Parkway and five-foot wide sidewalks will be on each lot as it develops. All public utilities serve the site and will be extended to each lot. Stormwater detention is managed by a drainage detention area shown as Outlot "Z". The pond will be owned and maintained by an HOA. Parkland dedication was satisfied with the Preliminary Plat for Phase II Prairie Rose.

At this time Staff recommends approval subject to any remaining staff comments, review of the legal documents, and completion of public improvements.

- Commissioner Broderick questioned if Staff had any concerns regarding the lack of north/south collector roads in the area of this development. Senior City Planner, Melissa DeBoer, advised that there were future north/south extensions planned and that NW Douglas Parkway would also be extending to serve this area.

Commissioner Gerlitz moved to approve the final plat for Prairie Rose Plat 4 subject to any remaining staff comments, review of the legal documents, and completion of public

improvements. Commissioner Tessau seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

#### **Approval of a Final Plat for Cove at Kettlestone Plat 4**

Senior Planner, Melissa DeBoer, introduced the request for approval of a final plat for a commercial subdivision as submitted by the applicant, Hawthorne Pointe, LLC. The subject property is generally located south of SE University Avenue and west of SE Waco Place, Containing approximately 3.35 acres.

Mrs. DeBoer advised that the purpose of the final plat is to split the current lot into two lots. Lot one would be 1.73 acres in area, and lot 2 would be 1.62 acres in area. Both lots will remain zoned for commercial/retail development. Access to the lots will be provided via SE Bishop Drive or SE Waco Place, a 10-foot-wide trail will be installed on the east side of Lot 2, and a 5-foot side walks will be required along other street frontages. Utilities are available to the site and Stormwater detention will be separate for each lot and constructed with development.

At this time staff recommends approval of the final plat for Cove at Kettlestone Plat 4 Subject to remaining staff comments and review of the legal documents.

Commissioner Broderick moved to approve the final plat for Cove at Kettlestone Plat 4 subject to any remaining staff comments. Commissioner Hoifeldt seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

#### **Approval of a Final Plat for Prairie Crossing Plat 10**

Senior Planner, Melissa DeBoer, introduced the request for approval of a final plat for a commercial subdivision as submitted by the applicant, Alice's L.C., Knapp Properties. The subject property is generally located north of Hickman Road and east of NE Westgate Drive, containing approximately 2.77 acres.

Mrs. DeBoer advised that the purpose of the final plat is to combine two lots into one lot approximately 2.77 acres in size. The lot will remain zoned for commercial/retail development. No new accesses are proposed with the plat, current access is provided off of nearby public streets. 5 foot side walk is shown on the south side of NE Venture Drive. Utilities are available to the site and Stormwater detention will be constructed with development.

At this time staff recommends approval of the final plat for Prairie Crossing Plat 10, subject to remaining staff comments and review of the legal documents.

Commissioner Hoifeldt moved to approve the final plat for Prairie Crossing Plat 10 subject to any remaining staff comments. Commissioner Gerlitz seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, and Broderick. Recused: Tessau. Nays: none. Motion Carried.

## **Approval of a preliminary Plat for Hamilton Ridge Plat 12**

Senior City Planner, Melissa DeBoer, introduced the request for approval of a preliminary plat for a single-family residential subdivision as submitted by the applicant, Landmark Development Services. The subject property is generally located south of Ashworth Road and west of Ute Avenue Containing approximately 5.29 acres. The property was recently rezoned from A-1 (Agricultural District) to R-1 (Single Family Residential District).

Mrs. DeBoer advised that the plat identifies a total of 7 lots ranging in size from 0.4 to 0.64 acres in size, as well as one outlot (Outlot Z) for landscape buffer plantings. A 25-foot landscape buffer easement is shown along the north side of the development between the lots and Ashworth Road. One public street will be provided, and a five-foot sidewalk will be provided along the south side of Ashworth Road and on both sides of the public street interior to the site. All public utilities exist to serve the proposed lots, and stormwater detention is provided within detention basins located off site to the west of the proposed plat as well as in a basin on the east side of the plat. Parkland dedication has been satisfied in earlier stages of the Hamilton Ridge Development.

At this time staff would recommend approval subject to any remaining staff comments.

Commissioner Tessau moved to approve a preliminary plat for Hamilton Ridge Plat 12 subject to any remaining staff comments. The motion was seconded by Commissioner Broderick. Ayes: Gerlitz, Hoifeldt, Inman, Broderick, and Tessau. Nays: none. Motion Carried.

## **Approval of a Preliminary Plat for the Pitch**

### **Approval of a Final Plat for the Pitch**

### **Approval of a Site Plan for The Pitch (705 NW 2<sup>nd</sup> Street)**

City Planner, Bill Mettee, introduced the request for approval of a preliminary plat, final plat, and site plan related to a multi-family residential development as submitted by the applicant, Lloyd Companies. The subject property is generally located south of NE Douglas Parkway and east of NW 2<sup>nd</sup> Street, containing approximately 9.22 acres.

Mr. Mettee advised that the project involves the construction of three apartment buildings and one clubhouse. A total of 162 units will be spread between the three buildings. The buildings range in size from 12,140 square feet to 25,090 square feet and the clubhouse is proposed to be 2,680 square feet. A pool will also be provided with the clubhouse along with a dog park and playground area. Access to the site is provided from NW 2<sup>nd</sup> Street and NW Douglas Parkway. A 10-foot trail will be provided along NW Douglas Parkway and a five foot wide sidewalk is provided along NW 2<sup>nd</sup> street. Parking, open space, landscape, and parkland dedication (or fee in lieu of) requirements have all been met at this time.

Staff recommends approval of a preliminary plat, final plat, and site plan for The Pitch (705 NW 2<sup>nd</sup> Street) subject to remaining staff comments and review of the legal documents.

- Commissioner Broderick questioned about the Parkland dedication, Mr. Mettee advised, the applicant has submitted a fee in lieu of dedication above what has been dedicated with a bordering property also owned by the applicant.
- Commissioner Hoifeldt clarified that this was not the location of the new “affordable housing” project. Mr. Mettee advised that was correct.
- Commissioner Broderick questioned what the units per acre was with this development. Mr. Mettee advised it is approximately 18.
- Commissioner Broderick questioned what the detention looked like. Erin Ollendike, a representative of the applicant, advised they are reshaping the drainage ditch that exists naturally and there are three additional basins on the property.

Commissioner Gerlitz moved to approve the Preliminary Plat for The Pitch (705 NW 2<sup>nd</sup> Street) subject to any remaining staff comments and review of the legal documents. Commissioner Hoifeldt seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Broderick., and Tessau. Nays: none. Motion Carried.

Commissioner Tessau moved to approve the Final Plat for The Pitch (705 NW 2<sup>nd</sup> Street) subject to any remaining staff comments and review of the legal documents. Commissioner Gerlitz seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Broderick., and Tessau. Nays: none. Motion Carried.

Commissioner Broderick moved to approve the Site Plan for The Pitch (705 NW 2<sup>nd</sup> Street) subject to any remaining staff comments and review of the legal documents. Commissioner Gerlitz seconded the motion. Ayes: Gerlitz, Hoifeldt, Inman, Broderick., and Tessau. Nays: none. Motion Carried.

### **New Business**

Senior City Planner, Melissa DeBoer, introduced new business to the Commission. Commissioner Gerlitz advised he would be relocating and has submitted his notice of resignation. He was thanked for his contributions.

### **Adjournment**

Commissioner Gerlitz moved to adjourn the July 12<sup>th</sup>, 2022, Regular Planning and Zoning Commission Meeting. The motion was seconded by Commissioner Tessau.

The July 12<sup>th</sup>, 2022, Regular Planning and Zoning Commission Meeting was Adjourned at 6: 30pm.

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Hannah Inman, Chairman

Attest:

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Melissa DeBoer, Senior City Planner