



PLANNING & ZONING COMMISSION MINUTES AUGUST 23, 2022

The meeting was called to order at 6:01pm by Acting Chairperson Luke Streit and on roll call the following members were present:

Frank Hoifeldt
Kullen Koelker
Cherian Koshy
Alex Broderick

Members not present: Hannah Inman, Angie Tessau

Staff Present: Andy Kass, Community Development Director and Bill Mettee, Planner

Public Present: Nikki Neal, CDA. Ed Arp, CEC

The agenda of the August 23, 2022 meeting was approved on a motion by Cherian Koshy and seconded by Alex Broderick. On voice vote: All ayes.

The minutes of the August 9, 2022 meeting were approved on a motion by Cherian Koshy and seconded by Alex Broderick. On voice vote: All ayes.

Consider a request from Aterra Real Estate for approval of a Preliminary Plat, Final Plat and Site Plan for Valvoline Waukee / Oakleaf Plat 2 [3145 Grand Prairie Parkway]

City Planner, Bill Mettee, presented the staff report, outlining the scope of the project.

The project consists of a building 2,139 square feet in area to be used as a drive-thru oil change location on a lot that is 1.35-acres in area, known as Oakleaf Plat 2. Mr. Mettee noted that open space, parking, lighting and landscaping provided all met the site plan ordinance, zoning ordinance and Kettlestone Design Guidelines.

Mr. Mettee stated that a monument sign was proposed along Grand Prairie Parkway, detention was provided on the west portion of the lot and the dumpster enclosure was proposed to be located in the northeast corner of the property.

Elevations provided shows the building constructed of brick and fiber cement board with overhead doors and glazing.

No members of the public spoke to this application.



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Mr. Mettee stated that staff recommended approval of the Preliminary Plat, Final Plat and Site Plan subject to remaining staff comments and review of the legal documents.

Commissioner Koshy asked about the required bicycle rack and the possibility of waiving that requirement. Staff advised against that, stating that employees could potentially utilize the rack by biking to work. It is also a requirement in the Kettlestone Design Guidelines.

Motion was made by Alex Broderick to approve the Preliminary Plat. The motion was seconded by Cherian Koshy. On voice vote: All ayes: Motion carries 5-0.

Motion was made by Alex Broderick to approve the Final Plat. The motion was seconded by Frank Hoifeldt. On voice vote: All ayes: Motion carries 5-0.

Motion was made by Alex Broderick to approve the Site Plan. The motion was seconded by Frank Hoifeldt. On voice vote: All ayes: Motion carries 5-0.

Consider a request from Ashley Acres, LLC for approval of a Final Plat for Ashley Acres Plat 2

City Planner, Bill Mettee, presented the staff report, outlining the scope of the project.

The applicant, Ashley Acres, LLC is requesting approval of a single-family residential subdivision located north of NW Little Walnut Creek Drive and west of North Warrior Lane containing 85 lots on 28.50-acres of land.

The property is currently zoned R-2 One and Two-Family Residential after a successful rezoning application in Spring of 2020, followed by a preliminary plat in Fall of 2020.

All lots meet or exceed the minimum requirements of the R-2 district. No trails are proposed and the plat includes three new streets and the extension of an existing street to provide access to all lots. Five-foot sidewalks will be installed with individual lot development.

Public utilities have been extended to service the plat. Storm water detention will be provided with Outlots X and Y, which will be maintained by the homeowners association.

Parkland dedication is required due to the residential nature of the project. A total is 1.66-acres is required and will be satisfied with Ashley Acres Plat 3.



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Staff recommended approval of the Final Plat for Ashley Acres Plat 2 subject to remaining staff comments, completion of public improvements and review of the legal documents.

Commissioner Broderick asked about east to west access through the plat and if it would connect to NW 10th Street. Mr. Kass addressed the question stating that due to topography issues, the road would not be extended west past Ashley Acres Plat 3. Once the development to the north occurs, there is the possibility of connecting the road to Meredith Drive and/or west to NW 10th Street.

Motion was made by Frank Hoifeldt to approve the Final Plat. The motion was seconded by Luke Streit. On voice vote: All ayes: Motion carries 5-0

Consider a request from Ashley Acres, LLC for approval of a Final Plat for Ashley Acres Plat 3

City Planner, Bill Mettee, presented the staff report, outlining the scope of the project.

The applicant, Ashley Acres, LLC is requesting approval of a single-family residential subdivision located north of NW Little Walnut Creek Drive and west of North Warrior Lane containing 38 lots on 24.29-acres of land.

The property is currently zoned R-2 One and Two-Family Residential after a successful rezoning application in the Parkside development. Due to its proximity to Ashley Acres, the applicant chose to add this land to the overall Ashley Acres development. The preliminary plat was reviewed and approved by the Planning and Zoning Commission and City Council during the fall of 2021.

All lots meet or exceed the minimum requirements of the R-2 district. No trails are proposed and the plat includes the extension of four streets – one which will provide an outlet from the neighborhood to the north. Five-foot sidewalks will be installed with individual lot development.

Public utilities have been extended to service the plat, including the completion of a trunk sewer to provide sewer access through the development. Storm water detention will be provided with Outlot Y, which will be maintained by the homeowners association.

Parkland dedication is required due to the residential nature of the project. A total is 0.82-acres is required and will be satisfied with Outlot Z on the south side of the plat. This 6.61-acres of land will be used to satisfy the parkland dedication requirements for all three Ashley Acres plats.



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Motion was made by Cherian Koshy to approve the Final Plat. The motion was seconded by Frank Hoifeldt. On voice vote: All ayes: Motion carries 5-0

Consider a request from Waukee Crossing, LLC for approval of a Preliminary Plat and a Final Plat for Waukee Crossing Plat 4

Community Development Director, Andy Kass, provided an outline of the project, as shown in the staff report.

Mr. Kass identified the project as a Preliminary Plat and Final Plat for a commercial development located near the intersection of Hickman Road and NW 2nd Street and contained 9.48-acres.

The plat identifies six lots and one outlot that will be used for storm water detention. Currently, the subject property is platted as an outlot within Waukee Crossing Plat 1. The lots will range in size from 1-acre to 1.88-acres.

Staff recommended approval of the Preliminary Plat and Final Plat subject to any remaining staff comments and review of the legal documents.

Commissioner Koelker asked what the intended uses were for the lots. Mr. Kass identified the lots to be used commercially and mentioned a site plan had been submitted for one of the lots.

Commissioner Broderick asked to confirm that all lots were zoned C-1 in this plat. Mr. Kass confirmed.

Motion was made by Frank Hoifeldt to approve the Preliminary Plat as presented. The motion was seconded by Cherian Koshy. On voice vote: All ayes: Motion carries 5-0.

Motion was made by Frank Hoifeldt to approve the Final Plat as presented. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 4-0.

Consider a request from Waukee Community School District for approval of a Site Plan for WILCx Building Addition [295 SE Ashworth Road]

Community Development Director, Andy Kass, provided an outline of the project, as shown in the staff report.



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The scope of the project includes a building addition to the WILC building at 295 SE Ashworth Road, owned by Waukee Community School District. The project includes an 18,636-square foot building addition that will include several overhead doors and an outdoor courtyard. Several parking spaces will be removed and relocated.

Access to the site will not change and no new sidewalks or trails are proposed. All public utilities exist and will be extended to service the addition.

The building is proposed to be constructed of cast-in-place concrete walls, aluminum panels, glass, fiber cement panels and polycarbonate panels.

Staff recommends approval of the Site Plan subject to remaining staff comments.

Commissioner Broderick asked if the only connection between the two buildings was on the first floor. Mr. Kass believed that was the case.

Commissioner Hoifeldt asked about fire separation and fire rated walls for the automotive repair section of the addition. The architect for the project confirmed that it would be a non-separated occupancy based on the limited scope.

Commissioner Hoifeldt then asked if there would be any painting areas. The applicant stated they were planning on open air spaces for flexibility and possibly some 8x8 self-contained paint stalls.

Prior to any motions, Commissioner Streit recuses himself from the vote due to a conflict of interest.

Motion was made by Alex Broderick to approve the Site Plan as presented. The motion was seconded by Cherian Koshy. On voice vote: All ayes: Motion carries 4-0.

Prior to adjournment, Mr. Kass thanked the commissioners for attending and advised that the Community Development Department continued to remain busy and the Planning Commissioners could expect plenty of work in the next few months.

The meeting was adjourned on a motion by Alex Broderick and seconded by Cherian Koshy.

Meeting adjourned at 6:42pm.



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Hannah Inman, Chairperson

Andy Kass, AICP, Community
Development Director