



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

The meeting was called to order at 6:00pm by Chairperson Hannah Inman and on roll call the following members were present:

Kullen Koelker
Luke Streit
Angie Tessau
Frank Hoifeldt (via Zoom)
Alex Broderick (via Phone)

Members not present: Cherian Koshy

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

Public Present: Ed Arp, CEC, Emily Harding, CDA, Ryan Hardisty, CDA, Steve Moseley, Hubbell, Paul Clausen, CEC (via Zoom)

The agenda of the October 11, 2022 meeting was approved on a motion by Alex Broderick and seconded by Luke Streit. On voice vote: All ayes.

The minutes of the September 27, 2022 meeting were approved on a motion by Luke Streit and seconded by Angie Tessau. On voice vote: All ayes.

Consider approval of an ordinance to amend Chapter 170 of the Municipal Code of the City of Waukee, Iowa, by Removing and Replacing Chapter 170, Floodplain Management.

Community Development Director Andy Kass presented the staff memo, outlining the scope of the amendment. Mr. Kass stated that FEMA and IDNR occasionally perform flood studies in Dallas County and recommended a zoning ordinance update, effective December 15, 2022. This amendment allows residents who have flood insurance to continue to have the insurance. The amendment included minor modifications.

Motion was made by Angie Tessau to approve the amendment. The motion was seconded by Luke Streit. On voice vote: All ayes: Motion carries 6-0.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

Consider a request from AP GPP, LC for approval of a Preliminary Plat and Final Plat for Ashworth South Plat 3.

City Planner, Bill Mettee, provided an outline of the project, as shown in the staff report. The applicant, AP GPP, LC, is requesting approval of a preliminary plat and a final plat for a commercial subdivision, located south of Ashworth Road and east of Grand Prairie Parkway, containing 11.36-acres. Mr. Mettee stated that parcel was zoned K-RR Kettlestone Retail Regional and any uses are unknown at this time.

The plats identify two lots and one outlot for commercial development. The two lots range in size from 1.36-acres to 2.19-acres and the outlot is 7.81-acres in area. Access to the lots will be provided off Grand Prairie Parkway and a private road will be constructed to connect the interior of the lots. A 20-foot-wide trail easement will be provided to allow access to the pedestrian underpass.

Staff recommended approval of the preliminary plat and final plat subject to remaining staff comments and review of the legal documents.

Commissioner Streit asked if the detention basin was already existing. Mr. Kass stated that due to updated storm water requirements, the existing basin needed to be upgraded to meet current requirements.

Commissioner Tessau recuses herself from the vote.

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

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

Consider a request from Alices, LC / Knapp Properties, Inc. for approval of a Site Plan for Prairie Crossing Plat 10 Retail (505 East Hickman Road)

City Planner, Bill Mettee, provided an outline of the project, as shown in the staff report. The applicant, Alices, LC / Knapp Properties, Inc. is requesting approval of a Site Plan for a commercial retail development located near the intersection of Hickman Road and NE Westgate Drive. The parcel contains 2.77-acres and is zoned C-1B Large Scale Commercial.

Mr. Mettee explained the project would include the construction of a single-story, multi-tenant retail center, approximately 22-feet in height and 18,900-acres in area which is



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

proposed to have 12-tenant spaces. Two accesses are proposed off of NE Venture Drive. A drive-thru tenant will be located on the west end of the building with queuing spaces on the north side of the building. The applicant is providing 165 parking spaces, where 152 are required. Five-foot sidewalks will be installed along NE Venture Drive with a pedestrian sidewalk into the site as well as along NE Westgate Drive. Elevations were provided for review which include materials such as Metal Cladding System, Aluminum Storefront System, Stone Veneer and Fiber Cement Lap Siding.

The applicant is providing 23.6% open space, where 20% is required. Storm water detention will be provided in the Prairie Crossing Stormwater Regional Basin.

Parking, landscaping, open space and lighting requirements all meet the site plan ordinance and staff recommended approval of the Site Plan for Prairie Crossing Plat 10 Retail subject to remaining staff comments.

Commissioner Tessau recuses herself from the vote.

Motion was made by Kullen Koelker to approve the Site Plan. The motion was seconded by Luke Streit. On voice vote: All ayes: Motion carries 5-0

Consider a request from Waukee Crossing, LLC for approval of a Site Plan for Guadalajara Restaurant (185 West Hickman Road)

City Planner, Bill Mettee, provided an outline of the project, as shown in the staff report. The applicant, Waukee Crossing, LLC is requesting approval of a Site Plan for a restaurant located at the intersection of Hickman Road and NW 2nd Street. The parcel contains 1.61-acres and is zoned C-1 Community and Highway Service Commercial.

Mr. Mettee explained the project would include the construction of a single-story restaurant, approximately 7,307-square feet in area with a covered patio in the southeast corner. Two accesses are proposed off of NW 2nd Street – the northerly entrance will be full-access and the southerly entrance will be a permanent right-in / right-out entrance. The applicant is providing the required 110 parking spaces. Ten-foot trails exist along Hickman Road and NW 2nd Street. A pedestrian entrance will be provided off the trail on Hickman Road. Elevations were provided for review which include materials such as Stone, Glass and Vertical Metal Siding.

The applicant is providing 20% open space, where 20% is required. Storm water detention will be provided in the existing regional detention basin that was approved during Waukee Crossing Plat 4.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

Parking, landscaping, open space and lighting requirements all meet the site plan ordinance and staff recommended approval of the Site Plan for Guadalajara subject to remaining staff comments.

Commissioner Streit asked about the entrances, verifying that one was right-in / right-out. Mr. Mettee confirmed the entrances.

Motion was made by Kullen Koelker to approve the Site Plan. The motion was seconded by Angie Tessau. On voice vote: All ayes: Motion carries 6-0

Consider a request from Amerco Real Estate / U-Haul International for approval of a Site Plan for U-Haul Expansion (245 SE Alice's Road)

City Planner, Bill Mettee, provided an outline of the project, as shown in the staff report. The applicant, Amerco Real Estate and U-Haul International is requesting approval of a Site Plan for a U-Haul storage facility located at the intersection of Hickman Road and SE Alice's Road. The parcel contains 13.98-acres and is zoned M-1 Light Industrial.

Mr. Mettee explained the project would include the construction of a multi-story storage facility, approximately 17,112-square feet in area and 40-feet in height. One overhead door is proposed which will allow access into the warehouse, which will only be used for the storage of "moving pod" style containers, multiple layers high. Two accesses exist off of SE Alice's Road. The applicant is providing five parking spaces, including an accessible space. A five-foot sidewalk will be installed along SE Alice's Road for the duration of the parcel. Elevations were provided for review which include materials such as Precast Concrete, Hardie Plank Lap Siding and Trim Elements.

The applicant is providing 64.5% open space, where 15% is required. Storm water detention will be provided on the east side of the site.

Parking, open space and lighting requirements all meet the site plan ordinance and staff recommended approval of the Site Plan for U-Haul Expansion subject to remaining staff comments.

Commissioner Hoifeldt expressed concern over the unusable orange doors used for branding along the west and south sides of the building. He asked that the Commission recommend to the City Council to remove the orange doors and replace with different materials.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

Commissioner Tessau asked if staff had seen any exceptions to the orange color. Mr. Kass said that he hadn't but other communities might have stricter design guidelines. He stated that staff would have a conversation with the applicant.

Motion was made by Luke Streit to approve the Site Plan with a note to discuss the exterior with City Council. The motion was seconded by Angie Tessau. On voice vote: All ayes: Motion carries 6-0

Consider a request from Hubbell Development Services for approval of a Preliminary Plat, Final Plat and Site Plan for Rialto Plat 1

Senior Planner, Melissa DeBoer, provided an outline of the project as shown in the staff report. The applicant, Hubbell Development Services, is requesting approval of a Preliminary Plat, Final Plat and Site Plan for a townhome development generally located south of NW Douglas Parkway and west of NW 10th Street. The parcel contains 15.23-acres and is zoned R-4 Row Dwelling and Townhome Dwelling District with a Planned Development Overlay.

Ms. DeBoer explained the property was recently rezoned to allow for townhome development. The site plan includes the construction of 123 townhome units over two lots. One lot is 14.11-acres and will include 115-units and the other lot is 1.08-acres and will include eight (8) units. A clubhouse is also included which will include a pool, maintenance shop and a fenced-in dog park. The proposed buildings are mostly 3-4-units per building, ranging in size from 1,220-square feet to 2,175-square feet. All buildings are one or two-stories and will include two car garages.

The applicant is providing 509 parking spaces (230 garage spaces), where 271 are required. Five-foot sidewalks will be installed adjacent to the units along the public streets. Several internal sidewalks will be provided for pedestrian access through the site. A 10-foot trail will be installed in the southwest corner of the site to provide a connection to a public trail that will be located in the City park to the west.

Six buildings will be serviced with public utilities, while the others will be serviced with private utilities. Storm water detention will be provided in a pond on the south side of the site. Private utilities and the pond will be the responsibility of the owner.

Elevations were provided for review which include materials such as Brick, Metal, Fiber Cement Siding, Fiber Cement Panels, Architectural Metal Panels and asphalt shingles. Multiple color schemes and unit designs have been proposed to provide differentiation between buildings. The Clubhouse and Maintenance Shop will utilize the same materials.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

Parkland Dedication will be provided with the dedication of an outlet within Alder Point to the south and southwest of Rialto. This dedication will satisfy the parkland requirements for both Rialto and Alder Point. A landscape buffer has been proposed in the northwest corner of Lot 1 to provide screening from the single-family homes.

The Final Plat, parking, landscaping, open space and lighting requirements all meet the site plan and subdivision ordinances and staff recommended approval of the Preliminary Plat, Final Plat and Site Plan for Rialto Plat 1 subject to remaining staff comments and review of the legal documents.

Motion was made by Angie Tessau to approve the Preliminary Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Motion was made by Luke Streit to approve the Final Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Motion was made by Luke Streit to approve the Site Plan. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Consider a request from Prairie Rose Waukee, LLC for approval of a Final Plat for Prairie Rose Plat 5

City Planner, Bill Mettee, provided an outline of the project, as shown in the staff report. The applicant, Prairie Rose Waukee, LLC requests approval of a final plat for a residential subdivision, located south of NW Douglas Parkway and east of NW 2nd Street, containing 20.75-acres. Mr. Mettee stated that parcel was zoned R-2 One and Two-Family Residential with a Planned Development Overlay for a portion of the plat.

The plat identifies 63 lots for single-family residential development. The lots range in size from 7,162-square feet to 18,978-square feet and all lots meet or exceed the minimum requirements in the R-2 or R-2 / PD-1 districts. The Planned Development lots have additional requirements such as providing a two-car garage, minimum square footages for one and two-story homes, 15% brick or stone on street facing sides and adjacent lots cannot share elevations.

Mr. Mettee stated that five streets would be extended throughout the plat and five-foot sidewalks would be installed as each individual lot develops. Parkland Dedication will be satisfied with Outlot Y, a 5.25-acre parcel to satisfy the 1.22-acre requirement. Storm water detention will be provided in Outlot Z. This pond will be owned and maintained by an association.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

The Final Plat meets the subdivision ordinance and staff recommended approval of the Final Plat for Prairie Rose Plat 5 subject to remaining staff comments and review of the legal documents.

Motion was made by Angie Tessau to approve the Final Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Consider a request from Prairie Rose Waukee, LLC for approval of a Final Plat for Prairie Rose Plat 6

City Planner, Bill Mettee, provided an outline of the project, as shown in the staff report. The applicant, Prairie Rose Waukee, LLC requests approval of a final plat for a residential subdivision, located north of NW Douglas Parkway and west of N Warrior Lane, containing 25.57-acres. Mr. Mettee stated that parcel was zoned R-2 One and Two-Family Residential.

The plat identifies 48 lots for single-family residential development. The lots range in size from 10,500-square feet to 22,466-square feet and all lots meet or exceed the minimum requirements in the R-2 district.

Mr. Mettee stated that four streets would be extended throughout the plat and five-foot sidewalks would be installed as each individual lot develops. Parkland Dedication was satisfied with the Preliminary Plat for Phase II of Prairie Rose. Storm water detention will be provided in Outlot Z. This pond will be owned and maintained by an association.

The Final Plat meets the subdivision ordinance and staff recommended approval of the Final Plat for Prairie Rose Plat 6 subject to remaining staff comments and review of the legal documents.

Motion was made by Luke Streit to approve the Final Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Consider a request from Hubbell Realty Company for approval of a Final Plat for Waukee Crossing Plat 3

City Planner, Bill Mettee, provided an outline of the project, as shown in the staff report. The applicant, Hubbell Development Services requests approval of a final plat for a residential subdivision, located south of NW Sunrise Drive and west of NW 2nd Street containing 22.00-acres. Mr. Mettee stated that parcel was zoned R-2 One and Two-Family Residential.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

The plat identifies 67 lots for single-family residential development and one outlot to be used for storm water detention. The lots range in size from 8,450-square feet to 20,994-square feet and all lots meet or exceed the minimum requirements in the R-2 district.

Mr. Mettee stated that three streets would be extended throughout the plat and five-foot sidewalks would be installed as each individual lot develops. A 10-foot trail exists along the west side of NW 2nd Street. A 10-foot trail will be installed along the east side of NW 6th Street. Parkland Dedication will be satisfied with a fee-in-lieu of dedication. Landscape Buffer Easements are shown along the north, east and west sides of the plat.

The Final Plat meets the subdivision ordinance and staff recommended approval of the Final Plat for Waukee Crossing Plat 3 subject to remaining staff comments and review of the legal documents.

Commissioner Streit asked where the nearest park was located. Mr. Kass stated it was Triumph Park to the north and that the parkland dedication fee would potentially be used to make trail connections in the vicinity.

Motion was made by Angie Tessau to approve the Final Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Consider a request from Waukee Community School District for approval of a Final Plat for Trailridge School

Senior Planner, Melissa DeBoer, provided an outline of the project as shown in the staff report. The applicant, Waukee Community School District, is requesting approval of a Final Plat for the development of a middle school, generally located north of NW Douglas Parkway and west of NW 10th Street. The parcel contains 76.01-acres and is zoned A-1 Agricultural.

Ms. DeBoer explained that this site had previously received preliminary plat, final plat and site plan approval but due to several changes, the final plat hadn't been recorded and needed to be approved again. She explained that the name changed to Trailridge School and several electric easements were added. The final plat identifies one lot to be used for a middle school, associated parking and accessory uses. Two accesses are provided – the main entrance from NW Douglas Parkway and a secondary access from NW Georgetown Drive. Ten-foot trails will be installed along both streets.

The Final Plat meets the subdivision ordinance and staff recommended approval of the Final Plat for Trailridge School subject to remaining staff comments and review of the legal documents.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

Motion was made by Luke Streit to approve the Final Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Consider a request from Stratford Crossing, LLC for approval of a Final Plat for Stratford Crossing Plat 11

Community Development Director, Andy Kass, provided an outline of the project, as shown in the staff report. The applicant, Stratford Crossing, LLC requests approval of a final plat for a residential subdivision, generally located north of Hickman Road and west of NW 10th Street containing 8.50-acres. Mr. Kass stated that parcel was zoned R-2 One and Two-Family Residential.

The plat identifies 27 lots for single-family residential development. The lots range in size from 9,706-square feet to 13,285-square feet and all lots meet or exceed the minimum requirements in the R-2 district.

Mr. Kass stated that all lots would be accessed by public streets, either NW Yorktown Drive, NW Concord Lane or NW Georgetown Drive. Five-foot sidewalks will be installed as each lot develops.

The Final Plat meets the subdivision ordinance and staff recommended approval of the Final Plat for Stratford Crossing Plat 11 subject to remaining staff comments and review of the legal documents.

Motion was made by Luke Streit to approve the Final Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Consider a request from Redhawk Ventures, LLC for approval of a Final Plat for Castle Ranch Plat 1

Community Development Director, Andy Kass, provided an outline of the project, as shown in the staff report. The applicant, Redhawk Ventures, LLC requests approval of a final plat for a residential subdivision, generally located south of NW Meredith Drive and west of N Warrior Lane, containing approximately 10.00-acres. Mr. Kass stated that parcel was zoned R-2 One and Two-Family Residential as part of a 2020 rezoning application. A preliminary plat was reviewed in 2021.

The plat identifies 20 lots for single-family residential development. The lots range in size from 10,757-square feet to 42,885-square feet and all lots meet or exceed the minimum requirements in the R-2 district.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

Mr. Kass stated that all lots would be accessed by NW Wilder Drive. Five-foot sidewalks will be installed as each lot develops. Outlot Z will be used for storm water detention. The applicant is proposing a fee-in-lieu of parkland dedication.

The Final Plat meets the subdivision ordinance and staff recommended approval of the Final Plat for Castle Ranch Plat 1 subject to remaining staff comments and review of the legal documents.

Commissioner Streit asked if there were long term plans for trail connections that would include Castle Ranch. Mr. Kass stated that due to its size, it was unlikely to have a trail within the plat but that North Warrior Lane would have a trail in the future which would provide access to Castle Ranch.

Motion was made by Angie Tessau to approve the Final Plat. The motion was seconded by Kullen Koelker. On voice vote: All ayes: Motion carries 6-0

Consider a request from Waukee Towne Center, LLC for approval of a Final Plat for Waukee Towne Center Plat 2

Senior Planner, Melissa DeBoer, provided an outline of the project as shown in the staff report. The applicant, Waukee Towne Center, LLC, is requesting approval of a Preliminary Plat and Final Plat for a commercial development located west of SE Alice's Road and south of SE Laurel Street. The parcel contains approximately 48-acres and is zoned C-1 Community and Highway Service Commercial District with a Planned Development Overlay.

The plat identifies two lots and two outlots for commercial development. Outlot Z is shown as future development and Outlot Y is shown as storm water detention. Lot 1 is 12.44-acres in area and Lot 2 is 5.66-acres in area. Access to the lots will be provided off SE Laurel Street and five-foot sidewalks will be provided as these lots develop. The utilities that extend within the plat will be privately owned and maintained. A landscape buffer easement is proposed along the west plat boundary to provide screening from the adjacent single-family homes.

The Preliminary Plat and Final Plat meet the subdivision ordinance and staff recommended approval of the Preliminary Plat and Final Plat for Waukee Towne Center Plat 2 subject to remaining staff comments and review of the legal documents.



PLANNING & ZONING COMMISSION MINUTES OCTOBER 11, 2022

Motion was made by Luke Streit to approve the Preliminary Plat. The motion was seconded by Angie Tessau. On voice vote: All ayes: Motion carries 6-0

Motion was made by Luke Streit to approve the Preliminary Plat. The motion was seconded by Angie Tessau. On voice vote: All ayes: Motion carries 6-0

NEW BUSINESS:

Prior to adjournment, Mr. Kass thanked the commissioners for attending and advised that the Community Development Department continued to remain busy. Mr. Kass advised that the City would be interviewing for the Planning Coordinator position in the coming weeks to backfill the position. Mr. Kass also stated that several minor code amendments would be coming in the next couple of meetings.

The meeting was adjourned on a motion by Luke Streit and seconded by Angie Tessau.

Meeting adjourned at 6:56pm.

Hannah Inman, Chairperson

Andy Kass, AICP, Community
Development Director