

## **Minutes of the November 8<sup>th</sup>, 2022, Regular Planning and Zoning Commission Meeting**

The November 8<sup>th</sup>, 2022, Planning and Zoning Commission Meeting was called to order at 6:03pm.

**Roll Call:** The Following Commissioners were present: Koelker, Hoifeldt, Streit, and Koshy. Tessau arrives at 6:09pm. Commissioners Absent: Broderick & Inman. City Staff in attendance: Andy Kass, Melissa DeBoer, Bill Mettee, and Kathryn Purvis.

**Agenda Approval:** Motion by Commissioner Koshy to approve the agenda. Commissioner Hoifeldt moved to approve the agenda for the November 8<sup>th</sup>, 2022, Planning and Zoning Commission Meeting. Ayes: Koelker, Hoifeldt, Streit, and Koshy. Nays: none. Motion Carried.

**Approval of the October 25<sup>th</sup>, 2022, Meeting Minutes:** Motion by Commissioner Koelker and seconded by Commissioner Hoifeldt to approve and adopt the minutes of the October 25<sup>th</sup>, 2022, Planning and Zoning Commission Meeting as amended. Ayes: Koelker, Hoifeldt, Streit, and Koshy. Nays: none. Motion Carried.

**Open Forum:** None

### **Approval of a Rezoning related to a change from R-2 (One & Two Family Residential) to C-1 (Community and Highway Service Commercial District) / PD-1 (Planned Development Overlay District) and amending the existing PD-1 (Planned Development Overlay District) [Waukee Towne Center]**

Community Development Director, Andy Kass, introduced the request for approval of a rezoning for a monument sign addition to 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.

Mr. Kass advised that the request was to incorporate the 0.07 acre parcel into the overall 48-acre Waukee Towne Center commercial development and amend the existing Planned Development to add provisions regarding the additional parcel. To date staff has received one letter in opposition to the rezoning.

Mr. Kass explained that the updates would allow for a monument sign to be located on the 0.07 acre parcel with space for tenants of the Waukee Towne Center Development. The planned development remains generally unchanged except for provisions added for the monument sign proposed and the location of the monument sign that limits the parcel to strictly monument sign usage.

Staff recommends approval of the rezoning for Waukee Towne Center.

- Commissioner Streit questioned if the sign would be lighted. Mr. Kass advised that provisions regarding lighting of the sign could be proposed. Ed Arp, a representative of

the applicant, advised that landscaping is also proposed between the residential homes and the sign to obscure any light pollution.

- Commissioner Hoifeldt questioned if the parcel in question shared the setback requirements of the adjacent parcels. Mr. Kass advised that was correct, it would be affected by the same setbacks, which in this case is 15 feet from the property line.
- Commissioner Koshy questioned if we were setting a new precedent of allowing off site signage in commercial districts. He presented the case of if Hy-Vee would have been allowed to have signage on this parcel. Mr. Kass advised that commercial areas that would look to do a similar strategy would have to apply just as with this case, and Staff would review each case for feasibility.
- Commissioner Streit questioned if the access off of Hickman had been acquired as the sign seemed pointless if it did not indicate a connection point. Mr. Kass advised that staff continues to discuss the right of way Acquisition. Mr. Arp advised that the client had a goal opening of fall of 2024, which should allow time for the access to be sorted, however, if that access point was not able to be acquired then there is no project or sign.
- Commissioner Koelker questioned if staff thought the submitted concern was applicable. Mr. Kass advised that it was not a concern, with the depictions provided by the applicant showing the updates, it appears that the visibility of the existing businesses would be improved by the alterations, instead of hindered by it.

Commissioner Hoifeldt moved to approve the rezoning related to a change from R-2 (One & Two Family Residential) to C-1 (Community and Highway Service Commercial District) / PD-1 (Planned Development Overlay District) and amending the existing PD-1 (Planned Development Overlay District) [Waukee Towne Center]. The motion was seconded by commissioner Koshy. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

### **Approval of a Final Plat for Prairie Village Plat 1**

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 Village of Iowa, LLC. The property is generally located west of 6<sup>th</sup> Street and north of University Avenue, containing Approximately 14.90 Acres.

Mr. Mettee advised that the plat includes a total of 26 lots that meet or exceed the R-2 zoning district minimum requirements. Outlot Z is intended to be utilized for stormwater detention and will be owned and maintained by the homeowner's association. Outlot Y is intended to be dedicated to the City of Waukee to satisfy parkland requirements of approximately 2.30 acres. Plat improvements include extensions of 11<sup>th</sup> street and Prairie Village Drive, as well as five-foot-wide sidewalks that will be installed as each lot develops. Public utilities will serve the development and no trails are planned as part of this portion of the development.

Staff recommends approval of the final plat for Prairie Village Plat 1 subject to remaining staff comments, completion of public improvements and review of the legal documents.

Commissioner Koshy moved to approve the final plat for Prairie Village Plat 1 subject to remaining staff comments, completion of public improvements, and review of the legal documents. The motion was seconded by commissioner Tessau. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

### **Approval of a Final Plat for Prairie Village Plat 2**

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 Village of Iowa, LLC. The property is an extension of Gray avenue to the west and north of University Avenue, containing Approximately 5.68 Acres.

Mr. Mettee advised that the plat includes a total of 10 lots that meet or exceed the R-2 zoning district minimum requirements. Plat improvements include extensions of 10<sup>th</sup> Street and Gray Avenue, as well as five-foot-wide sidewalks that will be installed as each lot develops. Public utilities will serve the development and a 10-foot-wide trail is planned on the west side of 10<sup>th</sup> street. Parkland dedication is satisfied through other phases of the Prairie Village Development, and stormwater detention will be managed within a detention easement at the rear of lots 1-4. Landscape buffer easements are indicated along lots 1 & 8.

Staff recommends approval of the final plat for Prairie Village Plat 2 subject to remaining staff comments, completion of public improvements and review of the legal documents.

Commissioner Koshy moved to approve the final plat for Prairie Village Plat 2 subject to remaining staff comments, completion of public improvements, and review of the legal documents. The motion was seconded by commissioner Hoifeldt. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

### **Approval of a Final Plat for Prairie Village Plat 3**

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 Village of Iowa, LLC. The property is west of Gray Avenue and north of University Avenue, containing Approximately 14.90 Acres.

Mr. Mettee advised that the plat includes a total of 26 lots that meet or exceed the R-2 zoning district minimum requirements. Plat improvements include extensions of 11<sup>th</sup> Street and Prairie Village Drive, as well as five-foot-wide sidewalks that will be installed as each lot develops. Public utilities will serve the development and a 10-foot-wide trail is planned on the north side of University Avenue and the west side of 17<sup>th</sup> Street. Parkland dedication and stormwater detention is satisfied through other phases of the Prairie Village Development. Landscape buffer easements are indicated along lots that are adjacent to 17<sup>th</sup> Street.

Staff recommends approval of the final plat for Prairie Village Plat 3 subject to remaining staff comments, completion of public improvements and review of the legal documents.

Commissioner Koshy moved to approve the final plat for Prairie Village Plat 3 subject to remaining staff comments, completion of public improvements, and review of the legal

documents. The motion was seconded by commissioner Tessau. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

### **Approval of a Preliminary Plat for Ashworth North Plat 3**

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a preliminary plat for a commercial and residential subdivision as submitted by the applicant, AP North, LC. The property is generally located north of Ashworth Road and east of Grand Prairie Parkway and contains approximately 57.41 acres.

Mrs. DeBoer advised that the preliminary plat identifies a total of five outlots for future development. Outlots X and Y are zoned for K-OF (Kettlestone Office District), outlot V and Z are zoned K-MF-MED (Kettlestone Multi-Family Stacked Medium District), and outlot W is zoned K-RC (Kettlestone Retail Community District). The plat also identifies Lot A and Lot B which are intended for stormwater management purposes through dedication to the City of Waukee. Lots C and D are to be dedicated to the City of Waukee for public streets. Public improvements include the extension of SE Glacier Trail and SE Esker Ridge Drive, a 20-foot-wide trail on lot A, and five-foot-wide sidewalks along all public streets in the proposed plat. Public utilities are available to serve the site and storm water detention will be managed through a large pond on the dedicated lots A and B which will be owned and maintained by the City of Waukee.

At this time staff recommends approval of the preliminary plat for Ashworth North Plat 3 subject to any remaining staff comments.

- Commissioner Streit questioned if there were plans to connect this pond to the existing ponds on the southern adjacent sites. Mrs. DeBoer advised that the future plans for the area would connect and continue the greenbelt trail around this pond as well.
- Commissioner Hoifeldt clarified that SE Esker Ridge Drive will extend to SE Waco Place and that SE Glacier Trail will extend to Ashworth Road. Mrs. DeBoer advised that was correct.

Commissioner Streit moved to approve the preliminary plat for Ashworth North Plat 3 subject to any remaining comments. The motion was seconded by commissioner Hoifeldt. Ayes: Koelker, Hoifeldt, Streit, and Koshy. Nays: none. Recused: Tessau. Motion Carried.

### **Approval of a Revised Site Plan for Waukee Primary & Specialty Care Clinic (2515 Grand Prairie Parkway)**

Planning Coordinator, Melissa DeBoer, introduced the request for approval of a revised site plan related to a medical office building. The subject property is generally located north of SE Ashworth Road and east of Grand Prairie Parkway and contains approximately 6.98 acres. Mrs. DeBoer advised that the recently approved site plan for this project included a possible 20,000 square foot addition to the building that was intended for a future date bringing the total square footage of the building to 75,000 square feet. At this time the applicant would like to gain

approval to include this addition with the original build of the project instead of waiting as previously anticipated. All previous requirements such as parking, access, landscape buffers, and easements were designed with the future addition in mind, so no additional changes are required from the original site plan approval.

At this time staff recommends approval subject to any remaining staff comments.

Commissioner Hoifeldt moved to approve the revised site plan for Waukee Primary and Specialty Care Clinic subject to any remaining staff comments. The motion was seconded by Commissioner Koshy. Ayes: Koelker, Hoifeldt, Streit, and Koshy. Nays: none. Recused: Tessau. Motion Carried.

### **Approval of a Preliminary Plat for launch Townhomes at Kettlestone**

### **Approval of a Final Plat for Launch Townhomes at Kettlestone**

### **Approval of a Site Plan for Launch Townhomes at Kettlestone**

City Planner, Bill Mettee, introduced the request for approval of a preliminary plat, final plat, and site plan related to a townhome development as submitted by the applicant, NJREC, Inc. the property is generally located north of Ashworth Road and east of SE LA Grant Parkway, and contains approximately 7.38 acres.

Mr. Mettee advised that the project includes a total of nine townhome buildings containing a total of 92 townhome units. Each unit will be its own lot. Each unit will range in size from 700 to 1,160 square feet in size. An Outlot is identified and contains all of the common areas including private streets internal to the site, open space, and detention basins. One monument sign is proposed at the west entrance of the site. Access is provided off of SE LA Grant Parkway and SE Ashworth Road, and a five-foot-wide sidewalk will be installed along the east side of SE LA Grant parkway. A future 10-foot-wide trail is identified along the north side of SE Ashworth Road and pedestrian walkways are indicated throughout the development. Public utilities will serve the site and the storm water detention basin at the northwest of the site will be owned and maintained by the homeowner's association. All landscaping, open space, elevation, and lighting requirements have been met at this time. Staff recommends approval of the preliminary plat, final plat, and site plan for Launch Townhomes subject to any remaining staff comments and review of the legal documents.

Commissioner Streit questioned if there were any significant changes since the rezoning concept plan. Mr. Mettee advised this was very similar to the concept plan presented at the rezoning.

Commissioner Streit also clarified if there was the ability to extend to the northeast. Community Development Director, Andy Kass, advised that the area in question was a timbered area with a difficult topography to utilize for building space. Additionally, the current project is very close to maximum density so the desire from the applicant is to not utilize that space for building. There is a potential to use the area straight north of the development if it was purchased and if the addition fell within the allotted density requirements.

Commissioner Koshy questioned if there were any concerns from staff regarding traffic, it had been a topic discussed at the time of rezoning. Mr. Kass advised that staff was not

concerned with traffic or drivers utilizing the development as a cut through between Ashworth Road and SE LA Grant Parkway.

Commissioner Tessau moved to approve the preliminary plat for Launch Townhomes at Kettlestone subject to any remaining staff comments and review of the legal documents. Commissioner Hoifeldt seconded the motion. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

Commissioner Tessau moved to approve the final plat for Launch Townhomes at Kettlestone subject to any remaining staff comments and review of the legal documents. Commissioner Hoifeldt seconded the motion. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

Commissioner Tessau moved to approve the site plan for Launch Townhomes at Kettlestone subject to any remaining staff comments and review of the legal documents. Commissioner Hoifeldt seconded the motion. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

### **Approval of a Site Plan for Lot 1, Waukee Towne Center Plat 2 (900 SE Laurel Street)**

Community Services Director, Andy Kass, 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, and contains approximately 12.44 acres.

Mr. Kass advised that the project involves the construction of a 148,257 square foot retail building standing approximately 32 feet in height. Loading docks are located at the northwest corner of the building and trash is collected internally to the building. Monument signs are indicated at the north and east side of the site. also identified are cart corrals throughout the parking lot, bike racks at the entrance of the store and other design elements. Access is provided off of SE Laurel Street and sidewalks are provided along SE Laurel Street as well as internally to the site. public utilities will serve the site and storm water management will be provided in a detention basin located on the west side of the site as well as within a pond to the south of the site. All landscape, open space, elevation, and parking requirements have been met at this time.

Staff recommends approval of the site plan for Lot 1, Waukee Towne Center Plat 2 (900 SE Laurel Street) subject to any remaining staff comments.

- Commissioner Tessau questioned what the parking ratio was for the project. Mr. Kass advised that it is the standard retail ratio of 4 stalls per 1000 maximum occupancy.
- Commissioner Streit questioned what the red dashed lines on the plans indicated. Mr. Kass advised that was carry over from notations of revisions.
- Commissioner Hoifeldt questioned if the retailer had been announced at this time. Mr. Kass advised they had not been advised of a retailer, but there is a potential announcement of the retailer later this fall.
- Commissioner Koelker questioned if signage once provided would come back to the commission. Mr. Kass advised that signage is handled internally through staff review and would not need to be brought back to the commissioner.

Commissioner Streit moved to approve the site plan for lot 1 Waukee Towne Center Plat 2 (900 SE Laurel Street) subject to any remaining staff comments. Commissioner Koshy seconded the motion. Ayes: Koelker, Hoifeldt, Streit, Tessau and Koshy. Nays: none. Motion Carried.

**New Business**

Community Development Director, Andy Kass, introduced new business to the commission and congratulated Melissa DeBoer on her new position as Planning Coordinator.

**Adjournment**

Commissioner Koshy moved to adjourn the meeting. the motion was seconded by Commissioner Streit. The November 8<sup>th</sup>, 2022, Planning and Zoning Commission Meeting was adjourned at 6:56 pm.

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Luke Streit, Vice-Chairman

Attest:

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Andy Kass, Community Development Director