URBANDALE PLANNING AND ZONING COMMISSION MINUTES

February 3, 2020

The Urbandale Planning and Zoning Commission met in regular session on Monday, February 3, 2020, at the Urbandale City Hall, 3600 86th Street. Chairperson Wayne Van Heuvelen called the meeting to order at 5:30 p.m.

Commissioners present were Paul Pick, Lee Hollatz, Julie Roethler, Wayne Van Heuvelen, Judy Ralston-Hansen, and Lesa Quinn. Staff members present were Kristi Bales, Community Development Manager/Chief Planner and Cheryl Vander Linden, Administrative Specialist.

The first item on the agenda was approval of the minutes of the January 20, 2020 meeting. Ms. Ralston-Hansen moved, and it was seconded by Quinn, to approve the January 20, 2020 meeting minutes. On roll call; Ayes: Ralston-Hansen, Quinn, Pick, Roethler, Van Heuvelen; Passes: Hollatz. Nays: none. Motion carried.

The next item on the agenda was the “Merle Hay-Aurora Place/TWG Apartments” Preliminary Plat (6313 Douglas Ave.).

Ms. Bales said this preliminary plat pertains to a vacant property located on the north side of Douglas Avenue, approximately 200 feet east of 64th Street. The property is currently used as a parking lot and internal driveway access to the Merle Hay Mall. The subject property has approximately 170 feet of frontage along Douglas Avenue.

On December 3, 2019, the City Council approved a rezoning from “C-G” General Commercial District to “P.U.D.” Planned Unit Development for approximately 1.73 acres of the overall 4.8-acre parcel.

A site plan will be required for development of Lot 1 for a proposed three-story multi-family residential building with 43 units. The site plan will also include the re-routing of the internal access driveway serving the overall Merle Hay Mall development. The proposed plat includes an ingress/egress easement to serve the property. The building is required to be setback a minimum of 50 feet from Douglas Avenue and a minimum of 21 feet from the western property line because of an existing water easement.

Storm water detention is proposed to be underground. Sanitary sewer will connect to an existing 8” main to the west. This project will require the relocation of some underground infrastructure and vacation of the associated easements. Water service is provided along Douglas Avenue.

Property adjacent to the east is zoned “C-G” General Commercial District and includes the IHOP restaurant and the Merle Hay Mall. Property across Douglas Avenue and adjacent to the west fronting Douglas Avenue is zoned “C-N” Neighborhood Convenience District. Additional property adjacent to the west is zoned “R-3” Low-
Density Multi-family District. The subject property is in the Urbandale School District and drains to the south towards Rocklyn Creek.

Staff recommends approval of the preliminary plat subject to requiring the developer to:

1. Revise plat to include entire boundary of existing 4.8-acre parcel with lot labeling for balance of property; label cross-access easement for internal access driveway showing book/page number and provide book/page number for vacation of a portion of said access easement; shift linework to show all property dimension label along Douglas Avenue; provide purchase information to determine parkland dedication; provide proof of off-site parking agreement/lease; provide email addresses and full signature blocks on Sheet 1; label existing off-site sanitary sewer easement where sanitary connection is proposed; show waterline service for fountain along Douglas Avenue.

2. Connect water service to the Urbandale Water public main on Douglas Avenue; pay water connect fee at time of final plat at $1551.00 per acre plus $100 construction water fee.

3. Provide an approved fire apparatus turnaround in the parking lot; provide a minimum of one fire hydrant near the proposed building (exact location to be determined with site plan review).

4. Add a note that no lot is to have direct access to Douglas Avenue (note to be added on the final plat too); Utility Contacts: Storm and Sanitary is Urbandale Engineering, 515-278-3950. The number for the Urbandale Water Utility is 515-278-3940. Add Des Moines Water Works to utility contacts; show setbacks; show buildings and parking lots to the west.

5. Several structures and pipes are too close to the building. This presents both a construction problem and a future maintenance problem if infrastructure needs to be repaired or replaced. The sanitary sewer main will need to be public from the west connection on Lot 6 of Allied Development Plat 1 to the manhole just north of the existing building that provides service to the mall. This line will need to be located further to the north. The rest of the existing and proposed sanitary sewer will remain a private service to the mall and IHOP. The 84” storm structure on the west side of the building will need to be located further to the west.

6. Label all proposed and existing easements. Provide sanitary sewer easement for the public portion, the easement needs to be twice the depth of the utility or 30 feet wide whichever is greater. Provide storm sewer easement for new public storm pipe and structures on the west side of the building; signed off-site easements are required prior to approval of the construction drawings.

7. Clarify line work west of the building. Overlapping text and errant lines makes this area difficult to review; clarify linework and labels for proposed removals; label all storm sewer structures and pipes. Callout adjustment of existing storm sewer manhole to the north east of the plat in the middle of the replaced pavement; label all crossings of water, sanitary, and storm sewer pipes.

8. The existing sanitary manhole west of the plat is missing an elevation for the west outflow. The 4” line to be abandoned at the manhole if not in service;
Sanitary Sewer: Verify that SUDAS and Urbandale Supplemental Specifications requirements are met. Provide calculations for proposed sanitary (several areas are less than 1% slope).

9. Revise “Sidewalk Easement” to “Pedestrian Easement”; provide an ADA compliant route to Douglas Avenue. Locations and spot elevation details will be reviewed with the construction drawings.

10. Provide construction drawings for proposed public improvements. Include details on how existing structures will be repaired after removal of adjacent pipes; verify that overflow routes are provided for surface water catch basins; Sheet 4: clarify the purpose of the proposed 10' private storm sewer easement at the south end of the site.

11. Show erosion control measures. Stand pipes will be required in the detention areas. Show concrete washout and construction entrance; relocate hydrant shown in proposed catch basin area.

12. Drainage Report – Provide calculations in the format outlined in SUDAS section 2A-4. Calculations are required for detention, overflow routes, ponding at intakes, storm sewer, and any undetained drainage leaving the site. Include calculations as necessary to show the 100 year storm is conveyed to the detention basin and all 100 year flows are contained. Drainage calculations may be submitted via email to stormwater@urbandale.org; a hard copy is not necessary.

13. A hold harmless will be required for improvements within public easements and a stormwater facility maintenance agreement per the Post Construction Stormwater Ordinance will be required at the time of the final plat (templates to be provided by Comm. Dev. Dept).

14. Provide copy of NPDES Permit and SWPPP book prior to any grading work and final approval of the preliminary plat. NPDES and SWPPP may be submitted to stormwater@urbandale.org. Weekly inspection reports and follow-up documentation as required by GP2 will also need to be submitted to this email address. If a sediment basin is required, that must be installed at the commencement of grading, including the required outlet restriction for the sediment control.

Ms. Ralston-Hansen asked what is going to be on the north part of this?

Ms. Bales said nothing will change there. The apartment project is going to purchase this 1.7 acres and then what's left over, this tail here and the hook up here, will stay with the mall.

Ms. Ralston-Hansen said okay, I just wanted to clarify that.

Mr. Van Heuvelen said there’s a wall, isn’t there, between the mall and the residential area?

Ms. Bales said there is on a portion of the lot. I think it starts here and goes north. It
isn’t the whole way down, if I remember correctly.

Mr. Van Heuvelen asked is there any discussion about who owns that or who will own that?

Ms. Bales said I believe that wall was done by the mall, and I don’t think it’s part of this project boundary for the apartments.

Mr. Van Heuvelen said so the mall will continue to own the wall and be responsible for the maintenance of the wall?

Ms. Bales said yes.

Ms. Ralston-Hansen said we have quite a few staff recommendations. Everybody okay with those?

Mr. Brad Keuhl, Bishop Engineering, 3501 104th Street, Urbandale, indicated agreement. He said I’m here representing TWG Development on this project. We’re very happy to bring this forward to you. As Ms. Bales outlined, it’s just a 1.7 acre parcel that we’re identifying for the development of this apartment project. It’s a very crazy remnant piece, which really is mostly the ring road that goes around the mall, for the most part. And then we’re defining that piece that will have the apartment project on it. Any other questions you have specifically for me, I’m happy to answer.

Mr. Pick moved, and it was seconded by Ralston-Hansen, to approve the “Merle Hay-Aurora Place Plat 2/TWG Apartments” Preliminary Plat, subject to Staff recommendations. On roll call; Ayes: Pick, Ralston-Hansen, Hollatz, Roethler, Quinn, Van Heuvelen; Nays: none. Passes: none. Motion carried.

Regarding Staff reports, Ms. Bales said we will have your meeting on February 17. They are all public hearings on the 17th. We will also your first meeting in March, I believe it’s on the 2nd. There are at least three site plans on there so far. So, we’ll see you both dates. If I remember correctly, Ms. Ralston-Hansen is gone on the 17th?

Ms. Ralston-Hansen said I am.

Ms. Bales said Ms. Ralston-Hansen and Ms. Racki are both gone on the 17th.

The meeting adjourned at 5:38 p.m.