

URBANDALE PLANNING AND ZONING COMMISSION MINUTES

April 2, 2018

The Urbandale Planning and Zoning Commission met in regular session on Monday, April 2, 2018, at the Urbandale City Hall, 3600 86th Street. Chairperson Jeff Hatfield called the meeting to order at 6:00 p.m.

Commissioners present were Wayne Van Heuvelen, Joan Racki, Lesa Quinn, Julie Roethler, Kevin Gass, Jeff Hatfield, and Paul Pick. Staff members present were Kristi Bales, Community Development Manager/Chief Planner, Sheena Nuetzman, Planner I, and Cheryl Vander Linden, Administrative Specialist.

The first item on the agenda was approval of the minutes of the March 19, 2018 meeting. Mr. Pick moved, and it was seconded by Racki, to approve March 19, 2018 meeting minutes. On roll call; Ayes: Pick, Racki, Quinn, Hatfield. Nays: none. Passes: Van Heuvelen, Roethler, Gass. Motion carried.

The next item on the agenda was the public hearing on the "Mallard Prairie" Amendment to the P.U.D. Master Plan, Case No. 010-2016-02.01.03, 172nd Street and Sharon Drive. Mr. Hatfield said, if there were no objections, he would dispense with reading the following official publication:

Case No. 010-2016-02.01.03

OFFICIAL PUBLICATION

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Urbandale Planning & Zoning Commission will hold a public hearing in the Urbandale City Hall, 3600-86th Street, Urbandale, Iowa at 6:00 p.m. on Monday, April 2, 2018, to consider a petition from Gary Fatino, Member, of Duck Dynasty Developers, LLC, owner, to amend the "Mallard Prairie" (f/k/a "Duck Dynasty") Planned Unit Development Master Plan for the following legally described property:

The North $\frac{3}{4}$ of the East $\frac{1}{2}$ of the SE $\frac{1}{4}$ of Section 15, Township 79 North, Range 26 West of the 5th P.M., Dallas County, Iowa

And

The NW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 15, Township 79 North, Range 26 West of the 5th P.M., Dallas County, Iowa

This property is located in the northwest corner of 170th Street and Meredith Drive. The amendment to the Planned Unit Development (PUD) Master Plan is proposed to allow single-family attached residential (townhomes) on Parcel "D" within the existing PUD Master Plan (approximately 9.3 acres). More information on this proposed amendment can be obtained at the Department of Community Development, 3600-86th Street,

Urbandale, Iowa between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All interested parties either for or against this proposed amendment to the will be heard at the time and place set forth above.

There were no objections to the official notice as published.

Ms. Bales said the “Mallard Prairie” development is located approximately 700 feet north of the intersection of 170th Street and Meredith Drive, on the west side of 170th Street. The City Council approved a zone change to “P.U.D.” on July 19, 2016 (formerly named the “Duck Dynasty P.U.D.”). The City Council also approved the “Mallard Prairie” Preliminary Plat on November 22, 2016, an amendment to the P.U.D. Master Plan on May 23, 2017 to allow single-family detached residences on 11.8 acres (Parcel “C”) and an amendment to the P.U.D. Master Plan on August 29, 2017 to allow single-family attached residences (townhomes) on approximately 11.1 acres (Parcel “B”) of the overall 97.4-acre property.

Parcel “D” consists of approximately 9.3 acres and will primarily front along 172nd Street, a public street internal to the overall project. This area was designated for single-family detached residences with a minimum lot width of 65 feet, and minimum lot size of 8,125 square feet (approximate density of 5.36 units per acre) when the P.U.D. Master Plan was originally approved. This P.U.D. amendment would allow for an option to construct single-family attached residences at a maximum density of 8 units per acre. The proposed residences would consist of two-family attached townhomes with a minimum of a two –car attached garage. The minimum lot width is proposed to be 37.5 feet for each residence (75 feet per attached structure).

The proposed amendment to the P.U.D. Master Plan appears to be reasonable and appropriate, given the proposed mix of residential uses in the Mallard Prairie development, and the overall density being proposed with this amendment. If this amendment is approved, a revised preliminary plat is required for review and approval. The original P.U.D. Master Plan includes a 30’ landscape buffer requirement between single-family detached and single-family attached residences.

170th Street currently has two lanes of asphalt pavement along the frontage of the Mallard Prairie development. The reconstruction and widening of 170th Street is currently scheduled for 2021. Sanitary sewer service to the parcel will be provided with either a recent extension from the east or an extension from the south along 170th Street – depending on the final design. Water service will be provided from an existing 16” water main along 170th Street.

Property to the north, west and south is part of the same “Mallard Prairie” P.U.D. and will consist of single-family detached residences. Property to the east is part of the same “Mallard Prairie” P.U.D. and is approved for either multi-family or attached townhomes.

The property is located in the Waukee School District and drains primarily to the south, eventually into Little Walnut Creek.

Ms. Bales said Staff recommends approval of the amendment to the “Mallard Prairie” P.U.D. Master Plan to allow for the option of attached single-family residential units (townhomes) at a maximum density of 8 units per acre on approximately 9.3 acres, in accordance with the attached, revised P.U.D. Master Plan.

Mr. Van Heuvelen asked is Radiant Elementary immediately to the north?

Ms. Bales said yes, Radiant Elementary would be right here, so not part of the Mallard project. This is where Mallard Prairie ends, the northern boundary, and Radiant Elementary is across from the water tower.

Mr. Brent Culp, Snyder and Associates, 2727 SW Snyder Boulevard, Ankeny, said I’m here representing Duck Dynasty Development and Mallard Prairie Partners. We believe this is kind of a very good transitional use for this area. We have multi-family 20 dwelling units per acre on the east, we have single family on the west, we have 12 units per acre on the south, and we’re up to 8 dwelling units. We think it’s a nice step down to single family. We’re on public streets, public water, public sanitary, public storm. We just believe it’s a really nice use in here, and we look forward to your support. Any questions, I’d be happy to answer them.

Mr. Hatfield asked if there were any other proponents wishing to speak? Seeing no one, he asked for opponents. There were none.

Mr. Gass moved, seconded by Racki, to close the public hearing. On roll call; Ayes: Gass, Racki, Van Heuvelen, Quinn, Roethler, Pick, Hatfield; Nays: none. Passes: none. Motion carried.

Mr. Gass moved, and it was seconded by Roethler, to approve “Mallard Prairie” Amendment to the P.U.D. Master Plan, subject to Staff recommendations. On roll call; Ayes: Gass, Roethler, Van Heuvelen, Quinn, Pick, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the public hearing on “Lot 5, Rolling Meadows” Rezoning from “A-2” Estate Residential District to “R-1S” Suburban Density Single Family District, 15515 Douglas Parkway, Case No. 010-2018-01.01. He said, if there were no objections, he would dispense with reading the following official publication:

Case No. 010-2018-01.01

OFFICIAL PUBLICATION

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Urbandale Planning & Zoning Commission will hold a public hearing in the Urbandale City Hall, 3600-86th Street, Urbandale, Iowa at 6:00 p.m. on Monday, April 2, 2018, to consider a petition from Lynette Thornton, owner, and Theresa Culver, contract purchaser, to rezone the following legally described property from "A-2" Estate Residential District to "R-1S" Suburban Density Single Family District:

Lot Five Rolling Meadows, a Plat of the West 302.3 feet of the South One-Half (S ½) of the Southwest Quarter (SW ¼) of Section 24, Township 79 North, Range 26 West of the 5th P.M., Dallas County, Iowa, now included in and being a part of the City of Urbandale, except that portion of said Lot Five in Rolling Meadows condemned by the City of Urbandale, Iowa and legally described in that certain Condemnation Finding dated February 27, 2008 and filed November 5, 2009 in Book 13 Page 302 in the Office of the Dallas County, Iowa, Recorder.

The property is located in the northeast corner of the intersection of 156th Street and Douglas parkway, and is known locally as 15515 Douglas Parkway. The rezoning is proposed to make the parcel legally conforming with respect to lot area and width. More information on this proposed rezoning from "A-2" Estate Residential District to "R-1S" Suburban Density Single Family District can be obtained at the Department of Community Development, 3600-86th Street, Urbandale, Iowa between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All interested parties either for or against this proposed rezoning will be heard at the time and place set forth above.

There were no objections to the official notice as published.

Ms. Nuetzman said this request pertains to a residential property locally known as 15515 Douglas Parkway in the "Rolling Meadows" subdivision located at the northeast corner of 156th Street and Douglas Parkway. The parcel has approximately 130 feet of frontage along Douglas Parkway and 290 feet along 156th Street with a total area of 0.90 acres. It was annexed into the Urbandale corporate limits in the 1990's.

The "A-2" Estate Residential District zoning automatically takes effect upon annexation. There is an existing single family dwelling on the parcel today. The rezoning has been requested to make the parcel legally conforming with respect to lot area, minimum setbacks and minimum width. The "R-1S" District requires a 70-foot minimum lot width, 8,750 square-foot minimum lot area, and 8-foot minimum side yard setbacks. In comparison, the "A-2" District requires a 300-foot minimum lot width, 10-acre minimum lot area, and side yard setbacks of 205 feet and 30 feet to facilitate future redevelopment of such parcels into conventional suburban streets.

The proposed rezoning conforms to the Comprehensive Plan.

The property to the north and east is residential property zoned "A-2" and also a part of the Rolling Meadows Subdivision. To the west is property zoned "A-2" in the Stone

Crest Subdivision. The property to the south, across Douglas Parkway is zoned "P.U.D." and is regulated by the Koethe P.U.D. Master Plan. The property is located in the Waukee School District and drains west to Walnut Creek.

Ms. Nuetzman said Staff recommends approval of the rezoning from "A-2" Estate Residential District to "R-1S" Suburban Density Single Family District subject to the following condition:

Any future subdivision of the property for single-family residential development will be subject to all required setbacks, access restrictions, and all other applicable Code requirements.

She said it came to our attention that there were covenants to this property that may or may not exist today. We think that they don't any more, but I just wanted to note that for the record. There was a statement in them that would limit development in the future, so I would just talk with the property owner and make sure that they get that sorted out on their own. Because the City doesn't enforce covenants, we stay out of that.

Ms. Quinn asked are there any concerns about water run-off? Because it kind of goes straight down, that property does, from Douglas Parkway.

Ms. Nuetzman said I'm not aware of any.

Mr. Van Heuvelen said the back yards will be really steep, aren't they, as they slope back into the townhome development?

Ms. Nuetzman said Jim Binnie and Deb Binnie are both here, they're the contract buyers for the property, so I'll have them speak to that.

Ms. Bales said we have two projects tonight on the corner of Douglas and 156th. So, Ms. Nuetzman is talking about what's outlined in red, the single family house that's on the northeast corner. And we'll get to what's on the southeast corner by the townhouses.

Ms. Nuetzman said I was just out there the other day and I didn't think it was steep.

Mr. Hatfield said as this is a public hearing, we will hear from proponents and opponents of the rezoning. First, we will hear from proponents.

Mr. Jim Binnie, with Insured Home Buyers of Urbandale, LLC, said we're the contract buyers on this property. We learned that the property has been outdated as far as its zoning so we were recommended to bring that up to date. So in doing that, there's where we started the process with the City of Urbandale to have it rezoned. That's what we're here for, is to start that process and have it rezoned and brought up to specs, I guess.

Mr. Hatfield asked if anyone else wished to speak either in favor or opposed to the requested rezoning. There was no one.

Mr. Pick moved, and it was seconded by Racki, to close the public hearing. On roll call; Ayes: Pick, Racki, Van Heuvelen, Quinn, Roethler, Gass, Hatfield; Nays: none. Passes: none. Motion carried.

Mr. Van Heuvelen moved, and it was seconded by Roethler, to approve the Lot 5, Rolling Meadows Rezoning from "A-2" to "R-1S", subject to staff recommendations. On roll call; Ayes: Van Heuvelen, Roethler, Quinn, Gass, Pick, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the public hearing on "Waterford Landing" Amendment to the P.U.D. Master Plan, Case No. 010-2005-02.03.04 and "Urbandale Fueling Station" Site Plan No. 012-2018-06.00, 5405 170th Street. Mr. Hatfield said, if there were no objections, he would dispense with reading the following official publication:

Case No. 010-2005-02.03.04

OFFICIAL PUBLICATION

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Urbandale Planning & Zoning Commission will hold a public hearing in the Urbandale City Hall, 3600-86th Street, Urbandale, Iowa at 6:00 p.m. on Monday, April 2, 2018, to consider a petition from the City of Urbandale, Iowa, owner, to amend the "Waterford Landing" P.U.D. Master Plan for the following legally described property:

Parcel "B" of the Southwest Quarter of the Southwest Quarter, and the Northwest Quarter of the Southwest Quarter in Section 11, Township 79 North, Range 26 West of the 5th P.M., now included in and forming a part of the City of Urbandale, Dallas County, Iowa as recorded in Book 2009, Page 11475 at the Dallas County Recorder's Office. Said tract of land contains 19.93 acres less 2.05 acres road right of way. Said tract of land being subject to and together with any and all easements of record.

The property is located at the northeast corner of the intersection of 170th Street and Waterford Road. The amendment to the P.U.D. Master Plan is proposed to allow a city-owned fueling station, vehicle repair facility, salt storage building, along with outside storage to be a permitted use.

More information on this proposed amendment can be obtained at the Department of

Community Development, 3600-86th Street, Urbandale, Iowa between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. All interested parties either for or against this proposed P.U.D. amendment will be heard at the time and place set forth above.

There were no objections to the official notice as published.

Ms. Bales said the property is zoned "P.U.D." Planned Unit Development and is regulated by "Waterford Landing" P.U.D. Master Plan. City staff is requesting an amendment to the "Waterford Landing" P.U.D. Master Plan to allow a city-owned fueling station, vehicle repair facility, and salt storage building, along with outside storage as permitted uses.

This site plan proposes the construction of a fueling facility (with canopy and underground fuel tanks) on 17.88 acres. The site has approximately 370 feet of frontage on Waterford Road and approximately 1,215 feet of frontage on 170th Street. A final plat is required (submitted and currently under review) to create the lot on which this site plan will be developed. A future site plan will be required for the additional proposed buildings (cold storage, salt storage, storage bins, etc.).

Waterford Road currently has two lanes of asphalt pavement along the southern frontage of this property. It is currently scheduled to be reconstructed with a four-lane cross-section plus turn lanes in 2018. The widened cross-section will end approximately 200 feet east of 170th Street and then narrow back to a two-lane pavement to tie into 170th Street. The timeframe for the reconstruction and widening of 170th Street is currently unknown.

Access to the parcel will be from a full movement access onto 170th Street and a right-in/right-out access onto Waterford Road. A 10-foot sidewalk will be constructed along the north side of Waterford Road as part of the street widening project. A total of 6 parking spaces are being provided (one of which must be an ADA accessible space).

Per the P.U.D. Master Plan, a 50-foot landscape setback with berm and plantings is required along Waterford Road and 170th Street. Predominant building materials for the future cold storage building are pre-cast concrete panels. A berm with a double row of coniferous trees is required along the eastern property line to provide screening to the future single-family residential development in Waterford Landing. The request is consistent with the Comprehensive Plan as the intersection of Waterford Road and 170th Street is identified for commercial uses.

Properties adjacent to the north and east are part of the same P.U.D. Master Plan and are planned for future parkland and single-family residences. Property across Waterford Road to the south is the commercial portion of the "Highland Meadows" P.U.D. Master Plan. To the west, across 170th Street, is a vacant, agricultural property in unincorporated Dallas County and to the south west is the Bentley Ridge Tree Farm & Nursery zoned "A-1" Agricultural Reserve District. The property is in the Waukee

School District

Staff did not provide a recommendation on this P.U.D. amendment or site plan since it is a City project, but reviewed the amendment and site plan and suggested the following conditions appear to be appropriate for this City project to conform to customary zoning and site plan requirements for a project of this type.

1. A final plat for the subject property must be approved and recorded before final approval of the site plan or issuance of any building permit; and update the legal description and address.
2. Water hook-on fee will be waived; show the 2.5" water line on 170th Street on the Utility Sheet; with future development, it will be the City of Urbandale's responsibility for their share of the water main to the north boundary of the subject property along 170th Street.
3. Move proposed hydrant so it is south of the parking spaces and at least 5' away from any potential obstructions; add shrubs to screen parking and utility box from future houses to the east; a separate building permit is required for the gates/fences, underground storage tank, canopy, and signage; label required ADA parking space (van);
4. Utility note 9: Remove reference to mandrel test for sanitary lines; Utility notes: add all water shall be in accordance to Urbandale Water Utility Specifications and add standard note that for crossings of water main under storm sewer, one full length of RCP storm sewer with flexible gasket joints is to be centered on the crossing.
5. Provide defined overflow location for the basin. Overflow should be to the northeast; provide additional silt fence along the east property line. Add note that this site is covered by NPDES Permit #32371-32080; revise Structure #A4 to an area intake and move west. Regrade swale accordingly.
6. Only show one water line on the east side of the Waterford Road driveway. The waterline along 170th Street will be installed in the ROW. Show sanitary sewer line (to be installed by others); some of the planting will need to wait until after 170th Street is reconstructed. The corner will need to be left open to provide for a monument sign and a traffic signal; show monument sign; add exit loop to Waterford Road access.
7. At the time of the site as-built, provide signed calculations showing basin volume calculations by the contour-area method, and provide a signed affidavit that the storm water detention facility has been constructed in substantial conformance with the approved plan and confirming installation of orifice plates; Drainage Report: Add undetained areas for grading around west and south edge of site,

and grading in the southeast corner of the site. Submit Drainage Report to stormwater@urbandale.org; a hard copy is not required.

Mr. Gass asked is this going to be theoretically a second maintenance facility? Will vehicles be parked out there on a consistent basis or is it just going to be a maintenance facility and a fueling station, which in my eyes, I'm thinking we have equipment here but we're going to drive it out here to fuel it and get it worked on. So I'm just kind of curious how that will work.

Ms. Bales said they can speak a little bit more to that. It will be a second option and there will be equipment storage out there, at some point. I'm not sure what that will be like initially. You'll see this transition over time. This is for the Parks and the Public Works operations of the city, so it's a shared facility between those two operations. I would envision some vehicles being parked out here.

Mr. Gass asked do they have fuel now at the one off of Hickman?

Ms. Bales said yes, and salt storage.

Mr. Van Heuvelen said it's 17 or 18 acres. As I look at this overhead shot, it looks like they're only going to build upon, it looks like, just maybe 4 or 5 acres at this point. Did I miss something?

Ms. Bales said no, that's correct. At this point, it will be only a small portion and they won't disturb or grade the whole thing. There is some storm water detention that will be put along here, so there will be grading here. So there will be additional grading that's done. That 100-foot overhead power line is up here.

Mr. Van Heuvelen asked so what will become of the remaining land, which looks to be maybe 12 acres?

Ms. Bales said that's a good question, I don't know the answer. Nothing with this proposal has talked about our future plans.

Mr. Hatfield said as this is a public hearing, the Commission will hear comments from both proponents and opponents of this proposed amendment and site plan. First, we'll hear from any proponents.

Mr. Chuck Bishop, Bishop Engineering, 3501 104th Street, Urbandale, and Don Seymour, FEH Architects, were present to represent this P.U.D. master plan amendment and site plan.

Mr. Bishop said you asked about what's happening with the rest of the site. Really nothing at this time. The majority of the site is being graded down to get the dirt to create for the Waterford paving project. So they're going to grade this site. The grading

contractor for the Waterford Road project will go in and grade, take dirt off this site to get it graded to appropriate grades. I think they're getting almost 60,000 yards of dirt off this site. It's basically just dirt storage. Then we'll have a stockpile that they're going to have leftover that the City will be able to use for future projects, such as 170th Street widening. So a lot of that area is going to be used to take off dirt to take off for their City projects, on some of the street projects out there. We are only putting in a fuel island at this time, with a canopy. As Ms. Bales said, there's a future maintenance building. It might have a break room in there for the police or the snow plow trucks, when they go in there to get fuel, they can go in and take a break. There's a possibility of a salt storage building being added out there, but Parks will have their outdoor storage facility there for mulch, rock, sand, that type of thing for their different parks and facilities. This is just kind of like an area to serve the western portion of Urbandale, so they won't have to drive so far to go all the way back to get fuel, if you're out plowing snow or if the Parks people are out working, they don't have to drive all the way back to the Hickman site to get fuel for their trucks and stuff like that. So I think it's pretty well set up. Again, I think we'll be coming back in the future with future expansions for either a maintenance building and some outside storage. But right now, all we're putting in is the fuel island, along with some security gates. There will be card gates to get in and out of the facility. As Ms. Bales mentioned, it's basically one P.U.D. amendment to allow the use of a fueling station/maintenance facility, so will be like a secondary maintenance facility, as well as outdoor storage for the Parks Department. It's the exact same fuel island as went in down here at the other facility on Hickman, same canopy, same everything.

Mr. Hatfield asked if anyone else wished to speak, either for or against this amendment? Seeing no one, Ms. Racki moved and it was seconded by Gass, to close the public hearing. On roll call; Ayes: Racki, Gass, Van Heuvelen, Quinn, Roethler, Pick, Hatfield; Nays: none. Passes: none. Motion carried.

Mr. Pick asked are you all right with all the Staff recommendations?

Mr. Bishop said yes.

Mr. Pick moved, and it was seconded by Roethler, to approve the "Waterford Landing" Amendment to the P.U.D. Master Plan, subject to Staff recommendations. On roll call; Ayes: Pick, Roethler, Van Heuvelen, Quinn, Gass, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

Ms. Roethler moved, and it was seconded by Gass, to approve the "Urbandale Fueling Station" site plan, subject to Staff recommendations. On roll call; Ayes: Roethler, Gass, Van Heuvelen, Quinn, Pick, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Urbandale Fire Station #43” Site Plan No. 012-2018-05.00 (15100 Meredith Drive).

Ms. Bales said this site plan proposes the construction of a new fire station (Station #43) in the southeast corner of the 152nd Street and Meredith Drive intersection. This fire station has a total of 11,902 square feet of floor area, consisting of 5,906 square feet for fire and emergency equipment bays and 5,996 square feet for offices, training room, storage, etc. The overall property consists of three parcels totaling approximately 14.5 acres, however much of the property is located on the east side of the existing Bob Layton Trail within Walnut Creek Regional Park. The actual “footprint” of the proposed building, parking and related improvements is only about 2.5 acres. The overall property has about 1,140 feet of frontage on Meredith Drive and about 515 feet of frontage on 152nd Street. The parcel will be accessed by a full movement intersection from Meredith Drive with a new left-turn lane. The property is zoned “C-O” Office/Service District.

The building is proposed to be 25 feet in height. Brick is the predominant building material on all four elevations of the building, with concrete block and glass accents. The north and south elevations will each include three doors to the apparatus bay.

For this project, 19 parking spaces are being provided, one of which is designed as an ADA accessible space. The C-O zone district requires a 35-foot front yard setback and a 20-foot landscape setback along Meredith Drive. An 8’ trail will be constructed along the southern and western edges of the fire station to create a connection from the existing Bob Layton Trail and the existing sidewalk along Meredith Drive.

Property adjacent to the south, east and west is owned by the City of Urbandale and is zoned “C-O”. Property to the north, across Meredith Drive, is zoned “R-1S” Suburban Density Single Family District. The subject property is in the Waukee School District and drains to the east towards Walnut Creek.

Staff did not provide a recommendation on this site plan since it is a City project, but reviewed the site plan and suggested the following conditions appear to be appropriate for this City project to conform to customary site plan requirements for a project of this type.

1. City may want to consider installing the water service line to the east and get it out from under the concrete drive; will a grease interceptor be required for the building? If so, provide sizing and exterior location; separate permits are required for the building, generator and signage; verify sizing of generator; show fall protection on outdoor area adjacent to mezzanine storage space.
2. On Sheet 1, C1.1, add note to protect existing intake with Meredith Drive curb removal; extend the pipe to the creek at the basin outlet; SWPPP Layout: Relocate concrete washout at least 50’ from nearest intake. Callout a standpipe in the detention area and provide detail. Place additional silt fence on east side

of existing trail and east of proposed basin; Provide defined overflow location for the basin berm, with elevation set 1' below the top of berm at 139.0'.

3. For the drainage areas west of the building and south of the proposed trail, we would prefer to have area intakes. The drainage calculations show the west area as an area intake, but it is shown on the plans as a FES. At the south basin, extend the swale grading south to ensure that all runoff from the parcel is conveyed to the intake and basin (per the drainage calculations).
4. At the time of the site as-built, provide signed calculations showing basin volume calculations by the contour-area method, and provide a signed affidavit that the storm water detention facility has been constructed in substantial conformance with the approved plan and confirming installation of orifice plates. A NPDES GP2 permit will be required for this work. Submit NOI and SWPPP narrative to stormwater@urbandale.org. Weekly inspection reports and documentation of corrective action as required by GP2 will also need to be submitted to this email address.
5. Comments on the Drainage Calculations: On the Post-Developed Drainage Map, add callouts for the pervious and impervious area in the 6.87 acres shown. On the Storm Sewer Map, add acreage of each Drainage Area for ease of reference. Update Intake Capacity Calculations for any changes to structures based on comments above. Drainage Report may be submitted to stormwater@urbandale.org; a hard copy is not required.

Mr. Gass asked will this be a fully-manned station? In other words, not a volunteer program, but they'll have paid firefighters and EMT folks here?

Ms. Bales said yes.

Mr. Gass said this is more of a budget type question, when something like this goes through the budgeting process, does that include all the apparatuses, all the trucks, everything that goes into the actual fire house itself, rather than just the building and the property being budgeted out?

Ms. Bales said in the 5-year Capital Improvements Program, they have the building in there of course, and then there's an equipment section, as well. For example, in 2019, it's the planned purchase for the pumper truck for the new fire station. So for budgeting purposes, yes, you'll see that within the CIP.

Ms. Quinn asked will this be considered a multi-use public safety building for a short time? Or is it only for fire?

Ms. Bales said it's only for fire, is my understanding. You mean, versus police? I'll look to the Fire Chief to help answer questions.

Fire Chief Jerry Holt said yes, there is a place for the Police Department to have a presence, so that they can meet people on the west side, without having somebody go all the way back to here. And that would be a multi-use room. So somebody from Parks and Rec who is out can go to the bathroom and have a place to eat lunch, if they want to, without having to come all the way back to this side of town.

Ms. Quinn said I know if your EMT's respond, don't the police usually follow?

Chief Holt said yes, it depends on what it is that we're being dispatched to. But most often, they are dispatched at the same time that we are. They won't be in physical presence of always being in this building, it will just be a matter of a place for them to go. Unlike the fire station where we are at a spot waiting for something to happen, the police are out on the road all the time, they're not sitting at the police station. To answer your question, everything is budgeted for that. So the CIP covers the cost of the building and the apparatus to go in it. We already have an ambulance to go in it, so we're just going to redeploy our equipment for that. And as far as staffing, that's going to be done through the general budget in a collaborative effort with Clive to help staff some of that.

Mr. Gass asked how many firefighters will you have and EMT folks at this location?

Chief Holt said when full staffing takes place, we'll have 18. There will be 6 a day - four people will be assigned to a fire engine and two people assigned to an ambulance. That's three shifts of those people, so it takes 18 people to staff it. We won't open it with 18 people. We'll open it with 9 people, so it will start out with 3 people a day. It will be a fire engine or an ambulance for a year. Then we'll up-staff two additional people per day, so we'll have an engine and an ambulance. And then in year 3, we'll get to the full staffing of 6 people per day on each shift. So it's kind of graduated to get there.

Mr. Van Heuvelen asked so it will be three years until before it's 24/7 fully staffed?

Chief Holt said that's correct. It will be 24/7 when it opens, but it won't be that number of staff. It will open with 3 people per day.

Mr. Hatfield said I remember when you were brand new, newly hired here. How many years have you been on the job here?

Chief Holt said I've been here for 20 years.

Mr. Hatfield asked how did you come up with Station 43?

Chief Holt said we all started with a regional numbering system with Clive and West Des Moines, through our communications system. It has since branched out, but our station that's downtown is station 41. As you go west, the numbers go up. We're in the 400

series, Clive is in the 300 series, West Des Moines is the 100 and 200 series. Since then, we got in some additional partners and have gotten a little bit away from that numbering system. So, Waukee is the 900 series and Norwalk is the 600 series, so it doesn't make as much sense as it did when we started.

Mr. Hatfield said thank you, you've done a good job.

Mr. Gass said I know you've been here a lot of years, and Urbandale has always had a premier fire and rescue department, ever since I was younger.

Chief Holt said thank you. We have some quality people.

Ms. Quinn said are you still using Westcom for communications?

Chief Holt said nothing else will change. So this will be seen as the station we have now, it will just be new numbers and new radios for the units that go out there.

Mr. Van Heuvelen said you mentioned Clive and Urbandale working together. You're really close to Waukee there. Is that a possibility you'll be working with Waukee?

Chief Holt said not so much for this station. What we did before we decided where this station would go, we did a study to determine the best location. Clive needed a station, they're underserved in their northwest area, as we are, and it just doesn't make sense for both of us to build a station two miles apart. So through that study, we identified where would be a central location that could cover Clive's territory and Urbandale's territory. That's how we got to the position that we're at today. In our earlier conversations, Waukee at the time was not interested in having an agreement like Clive has an agreement with us. They do mutual aid, so I don't want to make that sound worse than it is. We do cooperate with them very closely. But I do think the more future opportunity for Waukee, if we ever go further to the north and to the west, because their next station will be to the north and to the west, and they would be in a better position to serve northwest Urbandale if we ever go out that far. The hope is that this will be the last station we have to build, and then if we continue to go north and west, we will look for another partner to do what Clive is doing with us in this situation.

Mr. Gass moved, and it was seconded by Pick, to approve the "Urbandale Fire Station #43" site plan, subject to Staff recommendations. On roll call; Ayes: Gass, Pick, Van Heuvelen, Quinn, Roethler, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Hickman Self Storage – Time Extension” Site Plan No. 012-2010-15.01 (6715 Hickman Road).

Ms. Bales said this is a request for a two-year time extension for the approval of a site plan that proposes the construction of eleven self-storage buildings and one management office building on two parcels totaling 5.54 acres, with approximately 150 feet of frontage along Hickman Road. The buildings would total 88,306 square feet. The site plan was originally approved by the City Council on February 2, 2016. The Site Planning Ordinance provides that any site plan shall remain valid for two years after the date of approval, after which time, the site plan shall be deemed null and void if the development has not been established or actual construction commenced. The owner submitted a written request for the time extension on February 21, 2018.

A rezoning of this property parcel from “C-N” Neighborhood Convenience District and “R-3” Low Density Multi-family District to “P.U.D.” Planned Unit District was approved by the City Council on May 3, 2011. A demolition and master grading plan for this property was approved by the City Council on December 14, 2010. An amendment to the P.U.D. Master Plan was approved by the City Council on February 2, 2016 to allow an increase in the maximum allowable storage cubicle size and eliminate the berm along the west boundary.

Per the “Hickman Self Storage” P.U.D. Master Plan, a minimum of 1 parking space per 150 storage cubicles plus one parking space per employee is to be located near the management office. Eight spaces (including 1 ADA accessible space) are shown on the site plan. For landscaping, a 30-foot wide buffer yard is to be provided along the north, east, and west boundaries adjacent to all residential uses, including a 5-foot high berm and 2 rows of coniferous trees planted on the berm. Also, a continuous row of shrubs has been proposed along the proposed parking spaces in order to screen the lower portions of parked vehicles from Hickman Road.

Topographically, existing elevations on the site range from high points of about 188 feet in the southeast corner of the northern parcel to a low point of about 160 feet near the western boundary. The south parcel slopes down from the entrance at Hickman Road. Due to the topography, several retaining walls and building foundation walls that function as retaining walls are proposed around the perimeter of the property.

There is a 12" public water main and also a public sanitary sewer along Hickman Road that provide service to this property. Detention will be provided along the west boundary of the site. As part of the proposed stormwater system, the site plan shows the extension of concrete flumes and grading on the property adjacent to the south.

There are 6 existing residential duplexes adjoining most of the north boundary, the exception being a small, rear portion of a single-family residential property. The west 3 duplexes are located in the City of Urbandale and are zoned “R-3” Low Density Multi-family District. The 3 duplexes that are north of the eastern half of the property are

located in the City of Des Moines.

Four single-family residences adjoin to the east of the north parcel, all located in the City of Des Moines. Also to the east is the Storage Mart mini-warehouse business zoned "P.U.D." and governed by the "Urbandale Mini-Storage" P.U.D. Master Plan (which was approved by the City Council on October 5, 2010). There is also a drinking place adjacent to the east boundary of the south parcel and north of Hickman, that is zoned "C-N".

To the south of Hickman Road, in the City of Windsor Heights, are an existing self-storage complex and also a former single-family residence that is currently used as an office. Adjoining to the west are an office/retail building, the rear portion of an office building (former car wash), and a multi-family residential development. The commercial uses are zoned "C-N". The multi-family property is zoned "R-3" Low Density Multi-family District.

The property is located in the Des Moines Independent School District. It drains to the northwest, eventually to Rocklyn Creek.

Staff recommends approval of the two-year time extension, subject to the following requirements:

1. Submit elevation of selected office building to Community Development Department for approval; submit off-site easements for work and improvements outside of the site plan boundary; provide access easement with the commercial property to the west; verify existing sidewalk along Hickman Road meets ADA requirements (if not, replace as needed to meet compliance); provide address on cover sheet.
2. Stormwater Facility Maintenance Agreement for the detention basins per the Post Construction Stormwater Ordinance. The SWFMA "Benefitted Property" should also include 6777 Hickman and 6805 Hickman. The property owners should discuss which parcel will have primary maintenance responsibilities, and how an assessment for repairs will be portioned between the properties (template to be provided by the Comm. Dev. Dept.); provide a copy of the NPDES Permit prior to approval; provide SWPPP, including layout for erosion control measures. Submit SWPPP to stormwater@urbandale.org. Weekly inspection reports will also need to be submitted to this email address; provide an as-built grading survey for the detention basin and associated stormwater management facilities prior to issuance of a Certificate of Occupancy.
3. Provide fire sprinklers for any building over 12,000 square feet; building permits and certification by an engineer in the State of Iowa will be required for any wall over 4 feet in height; existing water meter pit on the property must be filled in and the service line capped at the main; pay hook-on fee of \$8,692.54; contact

Urbandale Water Utility regarding fees for water meters and meter deposits (as this will be based on meter size); provide a minimum of 14 feet clear drive width at each gate; provide a 5-foot clear space around all fire hydrants (including building and landscaping); label number of storage cubicles.

4. Provide a copy for grading permit waiver as issued by the City of Des Moines (per email dated 1/29/16 from Brian Bishop).
5. Comments on Drainage Calculations, dated 5/9/16: Revised drainage calculations provide detention for 6777 and 6805 Hickman Road, per previously 2006 Drainage Calculations. Verify total area in tables on Pages 8, 47, 92, total does not equal the sum of the parts. Provide the appropriate revisions to the orifice plate and the freeboard elevation with the next site plan submittal. Submit Drainage Report to stormwater@urbandale.org (a hard copy is not required).

Ms. Racki said so we've had, in effect, a request for a 2-year extension. What is your current timeline for the project?

Mr. Brad Vander Linden, 708 Sunset Drive, Indianola, said our plan is to try to get this project underway this year. We've had some partnership reorganizations, but we are in a position now to proceed with the project. So it's our intent to begin it this year.

Mr. Hatfield asked do you agree with the Staff recommendations that are updated?

Mr. Vander Linden said yes. They're pretty much the same staff recommendations that were put forth 2 years ago, so we would be in compliance with those.

Mr. Gass moved, and it was seconded by Roethler, to approve the "Hickman Self Storage Time Extension" site plan, subject to Staff recommendations. On roll call; Ayes: Gass, Roethler, Van Heuvelen, Quinn, Pick, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the "Walnut Lake Apartments Pool House" (4456 142nd Street) Site Plan No. 012-2013-07.01

Ms. Nuetzman said this site plan proposes the construction of a 540 square foot pool house, which would be accessory to a swimming pool on the northwest side of the Walnut Lake Apartments complex. The property is located on the west side of 142nd Street and lies to the north and west of an existing MidAmerican electrical substation. The property has a total area of 12.51 acres, with about 269 feet of frontage on 142nd Street.

The site plan for the apartment complex was approved on September 17, 2013 for six buildings and a 1,800 square foot clubhouse which is located to the south of the proposed pool and pool house. A swimming pool was planned for in the 2013 site plan

but was never built.

The exterior building materials of the pool house are a combination of brick and vinyl siding which is the same material found in the apartment buildings. The pool house will mainly be used for storage and provide restroom facilities for pool guests in addition to an outdoor seating area.

The property is adjoined to the east, and the east 737 feet of the south boundary, by the existing electrical substation. Adjacent to the west, and south of the west 545 feet of the south boundary, are portions of several plats that are part of the "Walnut Creek Estates" P.U.D. (formerly known as the "Smith-Thomas" P.U.D.). To the north are the "Walnut Lake Townhomes," also part of the "Houghtaling-Deason Property" P.U.D. There is an agricultural property to the east of 142nd Street that is in the City of Grimes.

Staff recommends approval of the site plan, subject to the following requirements:

1. Include the address for the building (4456 142nd Street); show separation distance from the pool house to the nearest edge of pool water and any structures appurtenant to the pool; see previously approved landscaping plan for the apartment complex for missing landscaping (specifically along the northern boundary of the site) and replace as according to the plan; provide landscaping east of the pool as shown in approved plan; and verify if a grease interceptor is required;
2. Provide detail on the retaining wall (retaining walls over 4' require certification by an engineer in the State of Iowa; the bottom of the wall is below the 100-year high water level for the basin and well below the maximum basin elevation (verify that this does not negatively impact the wall); show erosion control measures; add additional notes as needed for work near the basin; show sanitary service line to the pool (the draining of the pool will need to be regulated so it does not overload the sanitary sewer); show water service lines to the pool and pool building; provide verification that the basin will still provide sufficient detention capacity after grading as grading is proposed within the limits of the detention basin; submit Drainage Calculations to stormwater@urbandale.org (a hard copy is not required); at the time of the site as-built, provide signed calculations showing basin volume calculations by the contour-area method, and provide a signed affidavit that the storm water detention facility has been constructed in substantial conformance with the approved plan and confirming installation of orifice plates; verify if an NPDES permit is required.

Mr. Hatfield asked do you agree with the Staff recommendations?

Mr. Jared Murray, Civil Design Advantage, 3405 SE Crossroads Drive, Suite G, Grimes, said yes, we are in agreement with Staff recommendations.

Mr. Pick moved, and it was seconded by Quinn, to approve the “Walnut Lakes Apartment Pool House” site plan, subject to Staff recommendations. On roll call; Ayes: Pick, Quinn, Van Heuvelen, Roethler, Gass, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Hallbrook Place Plat 1” Preliminary Plat (156th Street and Douglas Parkway).

Ms. Bales said this preliminary plat pertains to a 3.8-acre property located in the southeast corner of the intersection of 156th Street and Douglas Parkway. The subject property has approximately 300 feet of frontage along Douglas Parkway and approximately 610 feet of frontage along 156th Street and is currently vacant. In 1999, the City Council approved a rezoning of the property from “A-1” Agricultural Reserve District to “P.U.D.” Planned Unit Development District. This development is regulated by the “Koethe Property (aka Hallbrook)” P.U.D. Master Plan Standards.

This plat proposes 7 detached single-family residential lots with one point of access from 156th Street. The lots range in size from 15,494 square feet to 27,552 square feet, with a 35’ front yard setback, a 50’ rear yard setback (towards Douglas Parkway and the existing residences in the Hallbrook development adjacent to the east), and a 10’ side yard setback. The plat proposes one north-south, private street and a private water main system. A 50’ landscape buffer setback is provided, as required by the P.U.D.

One full-access intersection will be provided along 156th Street. Sidewalks are required on one side of the proposed street. A voluntary payment for parkland infrastructure will be provided in lieu of a land dedication.

Sanitary sewer service is shown to connect to an existing manhole to the east in the Hallbrook Townhomes development. An off-site easement is required for this connection. Water services will be provided from the existing main along Douglas Parkway.

Properties adjacent to the east and south are developed as the Hallbrook Townhomes and are part of the same P.U.D. Master Plan. Properties to the west, across 156th Street, are zoned “P.U.D.” and “R-1S” Suburban Density Single Family District. Properties to the north, across Douglas Parkway, are zoned “A-2” Estate Residential District” and “R-1S”.

The property is located in the Waukee School District and drains primarily to the south.

Ms. Bales said Staff recommends approval of the preliminary plat, subject to requiring the developer to:

1. Pay water main reimbursement of \$3,470.50 for Douglas Avenue and \$4,458.17 for

156th Street; revise Water Main Notes by adding “All water main work should be done in accordance with the Urbandale Water Utility Standard Specifications.; in note #5, remove specifications for the City of Ankeny; and clarify note #6 as there are not details on sheet 2.

2. Shift storm cleanout on Lot 7 to the south near the sanitary sewer cleanout (in order to avoid conflicts with future driveway); building permits will be required for any retaining walls over 4 feet in height and for any fences.
3. Revise plat and Elevation Exhibit utilizing Urbandale Elevation datum; add plat name, addresses and MOEs (if necessary) to Elevation Exhibit; add street name (to be provided by Comm. Dev. Dept.); add zoning district to Sheet 1; remove “NW” from street label; add Planting Schedule table to Landscape plan (including column with minimum required height of plantings - 18” shrubs, 8’ overstory trees, 5’ for understory and coniferous trees); provide calculations and plantings for three overstory, six understory and nine shrubs for each 100 lineal feet of the landscape buffer; comply with the requirements of the Parkland Ordinance;
4. Add note “No lot shall have direct access to 156th Street or Douglas Parkway” (note also required on final plat); add note “No fences shall be allowed in the 50-foot landscape setback along 156th Street or Douglas Parkway”; add notes in HOA Covenants regarding the shared maintenance of the landscaping buffer setback, the shared maintenance of the retaining walls, and the optional participation in the private fire hydrant maintenance program available through Urbandale Water Utility
5. Show sidewalk on one side of private street; all public sidewalk replacement needs to be constructed per ADA. Verify the ramps and landing at the intersection of 156th Street and Douglas Parkway in the SE corner meet ADA requirements or update to meet the requirements.
6. Provide copy of NPDES Permit and SWPPP 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; provide individual grading plans for each lot at the time of construction drawing approval.
7. Show all existing on-site and off-site easements. Call out book and page of existing easements. Show existing ingress/egress easements in the southeast corner and off site in the southwest corner. The two Ingress/Egress Easements are both at Book 2010, Page 5128; provide off-site grading, storm sewer, and sanitary sewer easements prior to approval of construction drawings; provide ingress/egress easement to southern property line; at the time of final plat: provide a bond to ensure the detention area is cleaned out prior to it being turned over to the home owners association and a stormwater facility maintenance agreement (including the

outlet pipe) per the Post Construction Stormwater Ordinance (template to be provided by Comm. Dev. Dept.); landscaping to be installed prior to recording of final plat;

8. Provide street name (to be provided by Comm. Dev. Dept.); call out paving radius transition to cul-de-sac. Verify geometry of the cul-de-sacs matches the City requirement for a 92.5' transition radius for the paving; A street connecting to an existing street requires 2' of existing pavement to be sawcut and new pavement doweled in; any damage done to Douglas Avenue temporary construction access will have to be repaired by developer prior to recording of final plat.
9. Center sanitary sewer easement on the pipe; show existing traffic signal in the northwest corner of the site. Additional easement may be required; show PUEs (they are discussed in the general notes but not shown); note the swale behind Lots 6-7 requires a Surface Water Flowage Easement (SWFE); for the detention basin, it's not clear where the 50' SWFE ends. Remove "ponding" from the easement title. The SWF easement needs to include the entire detention area; add a sanitary manhole by lot 7 instead of a cleanout. Maximum slope allowed is 7%. No retaining wall is permitted over the sanitary sewer.
10. Provide additional labels for grading contours (particularly at the south end of the site); show erosion control measures within the plat, including silt fence per SUDAS Table 7E-14.01, intake protection, etc. Show method for protecting the basin outlet to allow sediment to settle out of stormwater before leaving the site; provide erosion control/dissipation at storm sewer outlet or extend to the creek (there is a concern about erosion between the storm sewer outlet and Hallbrook Pond); detention basin to be above the 100-year-flood for the creek. Verify 100-year-flood elevation.
11. Drainage Report: Provide calculations in the format outlined in SUDAS section 2A-4. Calculations are required for detention, overflow routes, 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 within a SWFE. Drainage calculations may be submitted via email to stormwater@urbandale.org.

Ms. Quinn asked can I see where Douglas Parkway is again?

Ms. Bales said sure. Douglas Parkway is along its northern border, and 156th is along the western border. You had mentioned the drainage earlier in the meeting. This does have some elevation to it, and so that you kind of see in the grading work they'll be accommodating.

Mr. Van Heuvelen asked will they set up a homeowners' association to maintain the street? It's not going to be part of the Hallbrook Townhouse Homeowner's Association, is it?

Ms. Bales said actually they've negotiated that. It could stand alone, technically, but they've been talking with the Hallbrook Townhome Association. There are a couple of gentlemen here from the townhome group. So, it's a little bit different and not necessarily something that the city has been a part of, so I can't speak to it eloquently. But I can leave it to someone who can, because that's been part of their conversation.

Mr. Vic Piagentini, Associated Engineering Company of Iowa, 1830 SE Princeton Drive, Suite M, Grimes, said we are going to join the homeowners' association. They will be for maintenance of the pond and some other stuff like that. We've been working with them for probably six months, roughly, to get to where we're at right now with them being acceptable to what we're doing there.

Mr. Hatfield said so mainly we're used for water detention or retention as a pond. Is this going to be like a little stream that runs through?

Mr. Piagentini said no, it's a pond back there, there are going to be retaining walls around the back side of it, just because of the grade, it will all be detained in there. It's going to have a concrete flume for keeping it flat to get as much volume as we can to slow the water down. It's on the downhill side, there's so much contour grade there. It's on the east side of the property there, kind of right at the end of that street. The south road there, it's right in that vicinity in there.

Mr. Van Heuvelen said so along the back of those homes, there's going to be a retaining wall to hold the ground stable?

Mr. Piagentini said it will be on the east side, it won't be on the west side of it. It's on the east side of the detention pond, that way we can get the volume we need.

Mr. Hatfield asked are you okay with the 11 staff recommendations?

Mr. Piagentini said yes.

Ms. Quinn asked how many acres is that?

Ms. Piagentini 3.8.

Mr. Van Heuvelen said it's good the homeowners' association is happy because I believe there was another proposal a few years back where they weren't particularly pleased with the proposal.

Mr. Pick said it was a different rezoning request.

Mr. Gass said it was going to be a senior housing development.

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Mr. Van Heuvelen moved, and it was seconded by Pick, to approve "Hallbrook Place Plat 1" Preliminary Plat, subject to Staff recommendations. On roll call; Ayes: Van Heuvelen, Pick, Quinn, Roethler, Gass, Racki, Hatfield; Nays: none. Passes: none. Motion carried.

Regarding Staff reports, Ms. Bales said we will have your meeting in two weeks. We have three cases on, as you saw on your agenda. I think we're going to have your meeting two weeks after that, I'm waiting on one submittal. So, plan on coming all 3 times in April.

The meeting adjourned at 6:46 p.m.