URBANDALE PLANNING AND ZONING COMMISSION MINUTES

April 13, 2020

Due to the COVID-19 pandemic and associated protocols, the Urbandale Planning & Zoning Commission met in regular session as a virtual meeting on Monday, April 13, 2020, via WebEx Meeting Rooms. Chairperson Wayne Van Heuvelen called the meeting to order at 5:30 p.m.

Mr. Van Heuvelen said the April 13, 2020 regular meeting of the Urbandale Planning and Zoning Commission will now come to order. The Commission is empowered by Iowa law and by City ordinances to make recommendations to the City Council for action on petitions for rezoning, amendments to the Comprehensive Plan, and various development proposals such as subdivision plats and site plans.

Urbandale strives to promote and model the principles of Character Counts, and we expect all participants in tonight’s meeting to conduct themselves in a respectful manner that adheres to the principles of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Commissioners present were Lee Hollatz, Julie Roethler, Wayne Van Heuvelen, Joan Racki, Judy Ralston-Hansen, Lesa Quinn, and Marcus Galante. Staff members present were Steve Franklin, Director of Community Development; Kristi Bales, Community Development Manager/Chief Planner; Annika Schilke, Planner II; Sheena Nuetzman, Planner I; and Cheryl Vander Linden, Administrative Specialist.

This is an informal meeting that is open to the public. The matters that appear on the agenda are not public hearings unless specifically noted. However, if anyone wishes to address the Commission briefly on any item that is on the agenda you may request to be recognized using the WebEx application. We ask that each person addressing the Commission please unmute your microphone when prompted to do so by the Commission Chair, and state their name and address for the record prior to speaking.

The Commission will take action on each item on the agenda at this meeting, unless the Commission determines that additional information should be gathered prior to voting. The Commission’s action is advisory only and is not binding on the City Council.

Finally, please mute your electronic device to lessen background noise but also remember to “un-mute” your electronic device at the time of discussion, questions and voting.

The first item on the agenda was approval of the minutes of the March 2, 2020, meeting. Ms. Roethler moved, and it was seconded by Racki, to approve the March 2, 2020 meeting minutes. On roll call; Ayes: Roethler, Racki, Hollatz, Van Heuvelen, Galante; Passes: Quinn, Ralston-Hansen. Nays: none. Motion carried.
The next item on the agenda was the public hearing on the “Irwin Rose” Amendment to the Comprehensive Plan and the Planned Unit Master Plan, Case No. 010-1979-02.07.01, in combination with the next item on the agenda which was Creekside Villas Plat 1 Preliminary Plat and Site Plan No. 012-2020-04.00, 78th Street and Hickman Road. Mr. Van Heuvelen said the applicant has asked to defer this until the April 27, 2020 meeting. We will open the public hearing and then continue it until April 27th.

The notice has been published in the Urbandale/Johnston community publication and asked if there were any objection to the published notice? Noting none, verified by Mr. Franklin, Mr. Hollatz moved, and it was seconded by Roethler, to continue the public hearing on the Irwin Rose Amendment to the Comprehensive Plan and the PUD Master Plan until the Commission’s April 27, 2020 meeting. On roll call; Ayes: Hollatz, Roethler, Quinn, Racki, Ralston-Hansen, Galante, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the public hearing on the “Nieland Property” Rezoning from “A-2” Estate Residential District to “R-1S” Suburban Density Single Family District, 4710 72nd Street and 4705 74th Street.

Mr. Franklin said this request pertains to two residential properties located on the north side of Goodman Drive between 72nd Street and 74th Street, known locally as 4710 72nd Street and 4705 74th Street. The properties total 3.14 acres. The western property is vacant and the eastern property has a residence and detached accessory structures. The rezoning has been requested in order to divide the property into lots for single-family detached residences. The petitioner has discussed a concept plan with City staff showing how the parcel could be divided into approximately eight lots. The current zoning of the “A-2” District requires a 300-foot minimum lot width, 10-acre minimum lot area, and one side yard setback of 205 feet and one side yard setback of 30 feet. In comparison, the “R-1S” District requires a 70-foot minimum lot width, an 8,750 square-foot minimum lot area, and 8-foot minimum side yard setbacks. The existing house does not conform with the minimum lot width, minimum lot area, and minimum setback requirements of the Zoning Ordinance, which means it could not be extended, enlarged, reconstructed or structurally altered.

If the rezoning request is approved, a preliminary plat will be required to be submitted to the City for review and approval. The preliminary plat would show how the lots would be arranged and infrastructure installed in a manner that meets the City’s zoning and subdivision requirements.

The proposed rezoning conforms to the Comprehensive Plan. The properties adjacent to the north, across 74th Street to the west, and across Goodman Drive to the south are zoned “R-1S” Suburban Density Single Family District. The properties across 72nd Street include a single-family residential estate zoned “A-2” and the Gospel Assembly Church and associated buildings zoned “R-1S”. The properties are located in the
Johnston School District.

Mr. Franklin said Staff recommends approval of the rezoning from "A-2" Estate Residential District to "R-1S" Suburban Density Single Family District.

Mr. Van Heuvelen said this is a public hearing and the following official publication was published in the Urbandale/Johnston newspaper:

Case No. 010-2020-01.01

OFFICIAL PUBLICATION

**REVISED**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Urbandale Planning and Zoning Commission will hold a public hearing in the Urbandale City Hall, 3600-86th Street, Urbandale, Iowa at 5:30 p.m. on Monday, April 13, 2020 to consider a petition from John Nieland, property owner and owner/manager of Goodman Estates, LLC to rezone the following legally described property, locally known as 4710 72nd Street and 4705 74th Street, from "A-2" Estate Residential District to "R-1S" Suburban Density Single Family District:

4710 72nd St
The South 198 feet of the East Half of the Northeast Quarter of the Southeast Quarter of the Southeast Quarter of Section 14, Township 79 North, Range 25, West of the 5th P.M., now included in the City of Urbandale, Polk County, Iowa, except that part deeded to the City of Urbandale recorded in Book 12555, Page 640

4705 74th St
The South 2 Acres of the West Half of the Northeast Quarter of the Southeast Quarter of the Southeast Quarter of Section 14, Township 79 North, Range 25, West of the 5th P.M., now included in the City of Urbandale, Polk County, Iowa, except the West 20 feet thereof and except that part deeded to the City of Urbandale recorded in Book 12540, Page 283

The properties total 3.14 acres in size, and are located along the north side of Goodman Drive at the intersections of 72nd Street and 74th Street. The proposed rezoning would allow the property to be subdivided and developed into single-family detached residential housing. More information 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.

He asked if there were any objection to the official notice as published.
Mr. Franklin said there were none.

Mr. Van Heuvelen asked if anyone wished to address the Commission on this item?

Mr. Franklin said we have not received any commentary from anyone who would have indicated through the Web-Ex application that they would want to chat. So you could just ask if there is anybody that by phone would want to unmute their phone, give their name and address and speak to the item.

Mr. Van Heuvelen asked is there anyone on the phone right now that would like to address the Nieland Property public hearing? Unmute your phone and go ahead and state your name and address. There was no one who indicated they wished to speak.

Ms. Ralston-Hansen moved, and it was seconded by Roethler, to close the public hearing. On roll call; Ayes: Ralston-Hansen, Roethler, Quinn, Racki, Hollatz, Galante, Van Heuvelen; Nays: none. Passes: none. Motion carried.

Mr. Franklin said this is a pretty straightforward deal. There are going to be lots zoned the same as lots that are across the street, same size, compliant with the Comprehensive Plan.

Ms. Ralston-Hansen moved, and it was seconded by Quinn, to approve the “Nieland Property” rezoning from “A-2” Estate Residential District to “R1-S” Suburban Density Single Family District. On roll call; Ayes: Ralston-Hansen, Quinn, Racki, Hollatz, Roethler, Galante, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Merle Hay-Aurora Place Plat 2” Final Plat (6313 Douglas Ave.)

Mr. Franklin said this final 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. On February 11, the City Council approved a preliminary plat for this project.

This plat proposes dividing the parcel into one buildable lot totaling 1.69 acres and two outlots for the internal access driveway serving the overall Merle Hay Mall development.

A site plan has been prepared for the development of Lot 1 for a proposed three-story multi-family residential building with 43 units (to be on the March 24, 2020 City Council agenda). The site plan also includes the re-routing of the internal access driveway.
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 final plat subject to requiring the developer to:

1. Submit Attorney’s Title Opinion and all other plat documents necessary for approval; pay sanitary sewer fee of $630; pay parkland dedication fee of $69,156.40; pay water connect fee of $2,721.29 at time of building permit; verify all inspection fees are paid before final plat is recorded; address remaining comments on the preliminary plat prior to approval of final plat.

2. Add address; add the following notes: no lot is to have direct access to Douglas Avenue, no fence is permitted in the 20' landscape setback, ownership of outlots; verify total square footage of lots and legal description; revise discrepancies of bearings and distances between plat drawing and legal description; Consider revising references to the “north lot line of Lot 2A”, this area is not the northernmost line; label adjoining subdivision plat; label building setbacks and 20' landscape setback along Douglas Avenue.

3. Add the following statement to the plat: “In any area where a public utility easement (PUE) overlaps, or is coincident with, a designated utility easement for sanitary sewer, water main or storm sewer, the use of the PUE is subordinate to the use of a designated easement for sanitary sewer, water main or storm sewer purposes. Utilities located in the PUE that are in conflict with the use of a designated easement for sanitary sewer, water main or storm sewer purpose must relocate without expense to the owner of the sanitary sewer, water main or storm sewer. The use of the PUE is subordinate in perpetuity including any future use of the easement designated for sanitary sewer, water main or storm sewer purposes.”

4. Comments on easement descriptions:
   a. Private Storm easement: Verify measurements on the curve data callout (it does not match the larger curve radius or the description).
   b. Sanitary Sewer easement: Description states 20.00 feet; Plat drawing has 20.05 feet; verify correct distance to the west line of Lot 1 on the south side of the sewer easement. Review overlapping text on the final plat.
c. Storm Sewer easement: Use distances and bearings for all measurements of this easement;
d. Label existing easement for fountain at southwest corner of property;
e. signed off-site easements are required prior to approval of the construction drawings.
f. Legal descriptions for easement vacations to be submitted/approved prior to issuance of building permit;
g. parking easement: Show all bearings and distances on plat. Boundary does not match the provided easement document. Clarify which is the “westerly corner” of Parcel A.
h. Access easement: Access easement does not align with private drive and overlaps the building; if this is a proposed easement, relocate to new ring road. Final plat bearings and distances do not match description in “Exhibit D”. Clarify which northwest corner of Parcel F is being referred to. Show all bearings and distances on plat.

5. Verify storm sewer easements in southwest corner of lot. Existing storm sewer easements do not match what is shown on Preliminary Plat and Site Plan, or on the Plat at Book R Page 114; the Easement at Book 9093 Page 272 (the south 15’ of the property) is a Permanent Easement to the City of Urbandale, not a PUE. Revise typo in book number. This easement covers the storm sewer and fountain at the west end of the property. Revise callouts for easement and extend easement across entire Douglas Avenue frontage. Remove the 20’ easement in the southwest corner of the property (it is not necessary); provide private sanitary sewer easement for IHOP service line; verify all existing and proposed easements are shown. The preliminary plat has a proposed 10’ private storm easement which is not shown here; show the offsite easements on this plat (since they will need to be obtained prior to this being recorded).

Ms. Ralston-Hansen asked is there anyone representing the project in attendance?

Mr. Brad Kuehl, Bishop Engineering, 3501 104th Street, said this is pretty straightforward. I’m happy to answer any questions. We’ve received the comments. We’ve actually resubmitted the final plat and addressed all the comments. So, if you have any questions, I’m happy to answer them.

Ms. Ralston-Hansen asked you’re okay with all of the Staff recommendations?

Mr. Kuehl said yes. Like I said, we’ve already addressed them and resubmitted the final plat and hopefully we have satisfied most of them, not all. We’re working through easements and things.

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

The next item on the agenda was the “Iowa Bankers Association” Site Plan No. 012-2020-03.00 (8901 Northpark Drive).

Mr. Franklin said this site plan pertains is for the construction of a two-story office building on the north side of Northpark Drive on Lot 2 of Northpark Business Centre. With this site plan, the petitioner has submitted a Plat of Survey to subdivide Lot 2 into two parcels. This site plan is for the eastern 6.05 acres. The property is regulated by the “Northpark Business Centre” Planned Unit Development (P.U.D.) Master Plan Standards, specifically as those standards relate to Parcel B. The property has approximately 560 feet of frontage on Northpark Drive. The property is currently vacant.

The City Council approved the rezoning of the property from “A-1” Agricultural Reserve District to “P.U.D.” Planned Unit Development District in 1995. The P.U.D. Master Plan has been amended over time regarding permitted uses and other various building requirements.

The proposed office building has a total of 60,000 square feet with a 30,000 square foot building footprint. The building is 31’4” in height and is proposed with a combination of brick, glass, and precast concrete wall panels. The P.U.D. Master Plan requires brick as the predominant building material. Side and rear elevations shall be comprised of the same materials and design as the front, and be of reasonably similar character and quality in all aspects (unless screened from view by other buildings or topographic differences in which case the building materials may be architecture block or tilt-up concrete panels. “Common” concrete block or metal wall panels are not allowed. The proposed building is setback approximately 180 feet from the street and the newly constructed multi-tenant building is set back approximately 60 feet from Northpark Drive. To the west, will be the remnant 6.3 acres of Lot 2, which is vacant. Therefore, to meet the P.U.D. requirements the brick will need to be carried throughout the west side of the building as this side is not screened as described in the P.U.D. Master Plan.

The Northpark Business Centre plat was recorded with a 50’ building setback along Northpark Drive and a 50’ Landscape Buffer Yard and building setback along the north property line to the existing residences in the city of Johnston. Easements for ingress/egress, storm sewer and surface water flowage were also recorded on the plat. Parking is required to be set back 20 feet adjacent to Northpark Drive and 10 feet from any other property line. A row of street trees is required along Northpark Drive. Parking is required to be screened from streets by berms with an average height of 3.5 feet and plantings. A minimum of 15% of the lot is to be maintained as open space and landscaped (in addition to the buffer yard and parking setback areas).

The Zoning Ordinance requires 5 parking spaces per 1,000 square feet of gross floor area. A building with 60,000 square feet requires 300 parking spaces and 306 parking
space are shown 8 of which are accessible parking spaces (2 of which are van accessible spaces).

Sanitary sewer service will be extended from an existing 10" public sanitary sewer line along the south side of Northpark Drive. Water service will be extended from the existing 12" water main along north side of Northpark Drive.

Properties to the east, west, and south across Northpark Drive are part of the same P.U.D. Master Plan. Property adjoining to the north are single-family detached residences in the City of Johnston. The property is located in the Johnston School District and drains to the south under Northpark Drive.

Mr. Franklin said Staff recommends approval of the site plan subject to requiring the developer to:

1. Sheet C0.1: revise Johnston to Urbandale in the address and Notes; and add general note about screening rooftop units and ground utility equipment from public ways and nearby residential areas; revise building elevations to show predominately brick on the west side of the building to meet P.U.D. requirements; update legal description, site plan boundary measurements, and easements to reflect recorded Plat of Survey (Sheet C0.1 and C7.1); provide Hold Harmless Agreement for improvements in public easements (template to be provided Comm. Dev. Dept.); add book and page #s for all existing easements (whether recorded on the plat or separately); provide legal description for the extension of the ingress/egress easement to the west in order to facilitate cross-access to remnant parcel; show pavement extension for future cross-access to the remnant parcel; correct the sheet index for sheets in the plan set; Sheet C0.1, Specification Note #1: Use SUDAS 2020. Add Urbandale Water Utility specifications; update contact information for Water to the Urbandale Water Utility.

2. Urbandale Water will perform the tap only. The installation of the tapping sleeve and valve will be done by the contractor; the domestic service line shall tee off the fire line or combination service line and have its own shut off valve located a minimum of 5' outside the building; pay water connection fee plus water construction fee of $9,483.55 at the time of building permit; provide an additional fire hydrant at the north side of the building (centered);

3. Add dimensions between building and property lines; verify if a grease interceptor will be required; revise lighting so that photometric measurements are closer to 0 on the east and west property lines and the eastern entrance and incorporate lighting measurements for any lighting on the building; provide detail of elec. utility and trash enclosures; Sheet L101: revise parking counts, asphalt paving is allowed (no variance needed), add a column in Plant Schedule with minimum height of plantings (18" shrubs, 8' overstory trees, 5' for understory and
coniferous trees), and provide a continuous row of shrubs where berm is less than 3.5 feet high; Sheet C6.1 asphalt pavement requires minimum 5” (Zoning Code does not differentiate between light and moderate duty depths);

4. Provide an updated Stormwater Facility Maintenance Agreement for the detention basin per the Post Construction Stormwater Ordinance (template to be provided by Comm. Dev. Dept.); provide copy of NPDES Permit and SWPPP prior to any grading work. Submit NPDES and SWPPP to stormwater@urbandale.org. Weekly inspection reports will also need to be submitted to this email address; 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.

5. Revise curb cut to curb grinding for driveway connections on Sheets C.1.1 and C2.1. Update Sheet C6.1 for Urbandale Supplemental Specifications modified typical; Sheet C3.1 and C4.1: Revise overlapping text, it is hard to read elevation callouts and structure callouts on these sheets. Provide adequate spot elevations to review sidewalk landings for ADA compliance. Add elevations for tie-in callouts in these cases.

6. Sheet C3.1: Revise Note #2 for 8” depth of imported topsoil; provide concrete flume to outlet for north detention basin; show connection of sanitary sewer service to existing main; callout orifice plate on the FES in the north basin and provide detail. Verify that pipe sizes match drainage report. Clarify critical crossings, labels and types have errors; provide energy dissipation all storm sewer outlets; show existing and proposed easements on all sheets. Provide surface water flowage easement for north basin. Verify that existing easement is sufficient for 100-year flows in the south basin. Sheet L101 refers to the south drainage area as detention, but it is not discussed in the Drainage Report; Sheet C6.1: Provide outlet structure/orifice detail; install a temporary standpipe in the south basin during construction.

7. Comments on the Drainage Report:
   A. Submit Drainage Report to stormwater@urbandale.org; a hard copy is not required.
   B. The regional basin provides detention for Northpark Business Centre Plats 1 and 2. As discussed with the property owner in 2018, this basin must be brought to compliance using current design standards. The 2018 Stormwater Management Plan referenced in the report is not included. The previous Drainage Report for Plat 2 assumed this area as undeveloped pass-through flow; provide an updated allowable release from the basin considering the new developed area, and verify the overall allowable release rate is met from the combined flows to the regional basin.
C. Provide additional details in the narrative, including hydrologic soil group, undetained runoff including intake bypass, and discussion of overland flow routes. Include summary tables similar to SUDAS Tables 2A-4.01, 4.02, and 4.03, and Section 2G-1-B.3b. Provide calculations for the 2-year, 5-year, and 100-year storm events, and flows to the proposed 42” driveway culvert. 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.

D. Provide existing drainage basin map showing entire drainage area tributary to the regional basin, any undetained areas, and showing a time of concentration flow path.

E. Include the Hydrograph Return Period Recap report in the Hydraflow Output sheets.

F. The maximum amount of parking lot ponding allowed is 9”. We will need a letter stating the owner agrees to the depth of ponding for anything over 6”.

8. Comments on Plat of Survey: revise from Johnston to Urbandale in the title block; add book and page #s for all existing easements (whether recorded on the plat or separately); provide legal description for the extension of the ingress/egress easement to the west in order to facilitate cross-access to remnant parcel; pay cash for sidewalk constructed along Northpark Drive in the amount of $20,892.33; pay sewer fee of $630.

Ms. Roethler asked is the west side eventually going to have the screening that the east side has? I guess I’d have to go back to earlier drawings. I don’t know that it matters a whole lot to me, I was just curious.

Mr. Franklin asked can you explain your question a little bit, east side vs. west side, what are you wondering?

Ms. Roethler said one side already had the coverage needed that it didn’t matter as much what was on that side. But the west side was more open. Will it eventually not be as open?

Mr. Franklin said the point that we were making is that this east side, on the right side here at the top of the sheet as you see it, that’s really an elevation you really just aren’t going to see because of how far back the building sits from the street. I’ve put that up again so you can see that. You can see how far this building is from Northpark Drive, and now there’s an existing building here on the corner as well, so just because of existing buildings and the proximity of the building back from the street, you really won’t see the east side of the building. And because of that, it doesn’t need to be screened. In this particular case, they’ve chosen to do predominantly brick on this north side which also won’t be seen from the street. The west side will be seen from the street. Make sense?
Mr. Van Heuvelen asked does the architectural review committee pass any judgement on the concrete block that they want to put on for the exterior?

Mr. Franklin said they did not. They would say, and I would agree with them, that precast concrete certainly does meet the requirements to be something that is of a high quality and is durable, and did not make any comments on that at all.

Mr. Van Heuvelen said there are some recommendations. Is there anybody there to address them?

Ms. Jill Boetger, Ryan Companies, 111 E. Locust, Des Moines, said representing Iowa Bankers, Mr. Franklin did a great job of summarizing here. We are in agreement with all the staff recommendations with the exception of the architecture that he elaborated on, so we would request that the building be approved as presented here tonight and we are in agreement with all the other comments. We do have folks from both Bishop Engineering and OPN Architecture on the line if there are specific questions related to anything else.

Ms. Ralston-Hansen said can you clarify, if they’re not in agreement with all of your recommendations, what needs to happen?

Mr. Franklin said this is a situation where based on how Staff would typically apply the requirements for brick, if they did half of the west elevation, that would bring them into compliance. But, again, this is a P.U.D. which does allow other materials to be approved. The architectural review committee did recommend that it is a Class A building with the materials that they’re showing and Staff does not have any objection should the Commission want to go ahead and approve the materials that are being shown.

Mr. Van Heuvelen said you mentioned that in one of your comments, or is that not mentioned in your comments?

Mr. Franklin said that’s not mentioned in the comments. What’s mentioned in the Staff report is just that it’s technically not compliant with the P.U.D. Again, I don’t want to belabor the point, but this P.U.D. does allow other materials to be approved.

Mr. Van Heuvelen said the examples they presented as using the same type of material was very impressive.

Ms. Roethler said if we made a motion and then had it subject to Staff recommendations, then we’re approving it as presented, would that work for everyone?

Mr. Franklin said that would be a way to word it that would be appropriate, yes.
Ms. Roethler moved, and it was seconded by Ralston-Hansen, to approve the “Iowa Bankers Association” Site Plan, subject to Staff recommendations. On roll call; Ayes: Roethler, Ralston-Hansen, Quinn, Racki, Hollatz, Galante, Van Heuvelen; Nays: none. Passes: none. Motion carried.

Commissioner Jeff Hatfield said he had been on-line for 40 minutes, but just finally got onto a status where he could be heard. He said his vote would be “yes” to all the agenda items heard so far.

The next item on the agenda was the “Charleston Court Plat 3” Preliminary Plat and Final Plat (7501 and 7555 Hickman Road).

Mr. Franklin said this preliminary plat and final plat are within the boundaries of the “7301 and 7501 Hickman Road” Planned Unit Development (P.U.D.) Master Plan, located on the north side of Hickman Road between 73rd Street and Canterbury Road. The proposed plat totals 13.36 acres.

The property currently has two vacant commercial buildings. The subject property has approximately 1,018 feet of frontage along Hickman Road, approximately 273 feet along 73rd Street, and approximately 552 feet along Canterbury Road (a private street). This plat proposes dividing the two parcels into five lots. Lot 1 would include the former Kmart building on 7.63 acres; Lot 2 would include the former AAMCO building with a total of 1.13 acres; and, the remaining three vacant lots would range in size from 1.26 acres to 1.94 acres. On August 27, 2019, the City Council approved a site plan for the conversion of the former AAMCO building to a medical clinic for “Primary Healthcare”. Remodeling work is currently underway on the 8,000 square foot building including 55 parking spaces.

The P.U.D. Master Plan requires all lots have a minimum of 40,000 square feet, 150 feet of lot width, and a 50’ building setback along all streets. No grading site construction is proposed with this plat. As the property is redeveloped, future new buildings will be required to be in conformance with the bulk regulations and standards in the P.U.D. Master Plan. This would include requirements for site plans, building materials, parking lot landscaping, stormwater detention, etc. Additional landscaping is required in the buffer yard to the north with the first tenant occupying the former Kmart building.

Property adjacent to the north and east are part of the Charleston Court P.U.D. Master Plan, to the west is property zoned “C-N” Neighborhood Commercial and to the south across Hickman Road are commercial properties in the City of Windsor Heights. The property is served by the existing sanitary sewer and water main lines. A portion of the property is within the Rocklyn Creek floodplain boundary. In 2017, a site plan was approved for the installation of a 10’x10’ box culvert in the Creek, which has since been installed. The property is located in the West Des Moines School District.
Mr. Franklin said Staff recommends approval of the preliminary plat subject to requiring the developer to:

1. Add label for total acreage on Lot 2; shift overlapping linework along the floodplain; provide building setbacks on Sheet 1 per the P.U.D. Master Plan and show on Sheet 2; along the north PUD boundary line, label the 25’ existing buffer yard and the 30’ building setback; verify square footage totals for Lots 1 and 5 between preliminary and final plats; revise ownership labeling on Lot 5; provide cross-access easement from approved access locations to serve all lots;

2. Verify location of existing water service to 7501 Hickman Road (the old Aamco building water service was tapped off the Kmart service which runs from Hickman Road north along the west side of the Kmart building); verify location of all existing services on Lot 1 (utility services cannot cross other lots); add square footage of existing buildings for Lots 1 and 2; review building code and fire protection rating requirements and adjust plat lines accordingly (an unlimited area building on proposed Lot 1 requires the building have open yards of not less than 60 feet. An unlimited area building exterior walls and their openings (doors, louver, etc.) that are less than 60 feet yet greater than 40 feet to the property line must have a fire protection rating of not less than 3 hour. The westerly end of the north facing building exterior wall and its openings less than 40 feet to property line must have a fire protection rating of not less than 3 hour and a permanent recorded “no-build” easement on the adjacent property to the north for the balance of the distance less than 40 feet. The south facing building exterior wall and any openings less than 60 feet to property line must have a fire protection rating of not less than 3 hour).

3. Add a note that “Lots 2, 3, and 4 will not have direct access to Hickman Road. No additional access points will be granted.”; revise Utility Contact for Storm and Sanitary to the City of Urbandale; obtain any Iowa DOT permits required for the work in the ROW; obtain building permit to construct sanitary service for Lot 3 and 4; provide a bond for the water services at the time of final plat.

4. Verify if a GP2 is necessary. If not, remove notes requiring GP2 on Sheet 1. If a GP2 is required, add erosion control note that any disturbed areas where grading operations will not occur for 14 days shall be stabilized immediately. 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; a hard copy is not necessary. 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.
Mr. Franklin said Staff recommends approval of the final plat subject to requiring the developer to:

1. Submit an Attorney’s Opinion and all other plat documents as found to be necessary for approval; pay sanitary sewer fee of $1,890; provide cross-access easement from approved access locations to serve all lots; provide easement descriptions; obtain building permit and construct the private sanitary service for Lots 3 and 4 prior to recording of final plat; provide estimate and bond for future water main service construction;

2. Add address ranges to plat (to be provided by Comm. Dev. Dept.); add missing dimensions on Lot 5 (north, south, and east sides); incorporate review comments from Polk County (sent separately); revise setbacks to match preliminary plat and PUD Master Plan; revise ownership labeling on Lot 5; adjust lot lines in accordance with building code and fire protection rating requirements.

3. Add a note that Lots 2, 3, and 4 will not have direct access to Hickman Road. No additional access points will be granted; clarify line weights for subdivision boundary; only Lot 2 has a bold border; clarify overlapping notes so the sanitary sewer easement callout is readable.

Ms. Ralston-Hansen said this would just be speculative, so just enhances its street appearances. There’s no one in queue trying to buy the place or have any proposed plans for it?

Mr. Franklin said not that we’re aware of, at this point. They could be talking to some folks and just haven’t made staff aware of it yet because they don’t feel like they’re down the road far enough to be able to reveal that information. But, yes, I think this is just trying to cover all of the bases and have these other lots available and ready to go, should someone show some interest.

Ms. Ralston-Hansen said terrific.

Mr. Chuck Bishop, Bishop Engineering, 3501 104th Street, said Mr. Franklin had kind of covered it. They’re kind of looking at Lot 1. They have another possible buyer for this, but they’re looking at changing Lot 1 a little bit. They had wanted more area. They are going to make Lots 3 and 4 a little bit smaller in size, but still be above the 40,000 minimum square foot area and just increase the lot area of Lot 1. They had a specific user that wanted a specific floor area ratio, the amount of building to ground area to be met. And we couldn’t meet with the area of the lot shown right now, so we are going to change that slightly. But we’re in the process of making those changes and we’ll have that back to Staff this week.

Ms. Quinn said didn’t we have a medical facility that went in that area?
Mr. Franklin said yes, that is Lot 2, that’s the old Aamco business and that is now a clinic, or in the process of becoming a clinic.

Ms. Quinn asked how far along is that?

Mr. Franklin said at this point, I do not know. He asked Ms. Bales if she knew.

Ms. Bales said they’re very much under construction, doing the interior remodel work. But they haven’t done the parking lot, all of the parking lot pavement and kind of regrading yet. So they’ve been continually working on it, though.

Ms. Quinn said I was just curious.

Mr. Van Heuvelen said there’s substantial work on the whole project. It looks really good, a big improvement. You can see the dream come alive.

Mr. Franklin said I would agree.

Mr. Hollatz moved, and it was seconded by Galante, to approve the “Charleston Court Plat 3” Preliminary and Final Plats, subject to Staff recommendations. On roll call; Ayes: Hollatz, Galante, Quinn, Racki, Ralston-Hansen, Roethler, Hatfield, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was “Emmaus House Building Addition” Site Plan No. 012-2020-06.00 (3315 70th Street).

Mr. Franklin said this site plan proposes an addition to the existing building at 3315 70th Street (the former City Hall property). This site plan has been submitted by Emmaus House which is a part of the Catholic Diocese of Des Moines, offering spiritual direction and retreats. They currently operate out of a house near downtown Des Moines, but are planning to relocate. The property is zoned “P.U.D.” Planned Unit Development and is part of the Iowa School of Beauty “P.U.D. Master Plan.

The existing building is approximately 4,080 square feet, and the proposed 2-story addition would add approximately 1,800 square feet to accommodate sleeping rooms and additional office space for a total building size of 5,880 square feet. This proposal is in-line with the recently approved amendment to the Iowa School of Beauty Planned Unit Development Master Plan to allow facilities for overnight guests as an accessory use for a spiritual direction organization (Case No. 010-1985-02.01.02).

All of the surrounding properties are zoned “R-1S” Suburban Density Single Family District except for the townhomes for senior households located north of the former City Hall, which are zoned “PUD” Planned Unit Development District. The adjoining properties include several legally-nonconforming duplexes in addition to the senior
townhomes adjoining the former City Hall on Roseland Drive, but are predominately single-family residences.

The property is located in the Urbandale Community School District and drains to a drainageway that runs through easterly portion of the Iowa School of Beauty property.

Mr. Franklin said Staff recommends approval of the site plan, subject to the following requirements:

1. A fire sprinkler system is required for the entire building; provide a utility plan showing the size and location of the fire service line; the proposed materials for the building addition must meet the requirements of the Iowa School of Beauty Master Plan, including that the predominant materials shall be brick having a red or brown coloration (the brick may be of any thickness, and may be applied as a veneer, but must be a fired clay product).

2. Revise grading note #7 on sheet 1 to indicate topsoil respreads to a minimum depth of 8”; show all existing on-site and off-site easements including the storm sewer and warning siren easement on east side of the site; show rim and flow lines of existing intake in parking lot, and indicate where the 4” drain tile goes; show erosion control measures including a perimeter silt fence around disturbed areas and protection around intake in parking lot.

3. Cut back paving as much as possible along 70th and Roseland for the parking areas to comply with a 7’ minimum setback from the property lines; remove paving that encroaches over the south property line or obtain an easement from that property owner; the City has an easement for access to the warning siren in the SE corner of the site. Do not remove the pavement in this corner making the siren more difficult to access, the area can be designated as no parking through pavement markings; Label depth of angled parking stalls measured parallel to the curb.

4. Note that for ADA parking spaces, at least one ADA parking stall needs to be van accessible and appropriate signage is required; A landing of <2% in any direction should be provided at any ADA accessible door.

5. Landscaping – Revise the landscaping requirements section to show that: 1.17 planting units are required, necessitating 3 trees and 7 shrubs; add a row of shrubs around the north and northeast sides of the northernmost parking area, add interior parking lot landscaping to meet the 5% requirement; coordinate with the City on the type and placement of any trees and shrubs in easement areas to minimize impacts on infrastructure while meeting the minimum buffer yard requirements; add a column to Planting Schedule with minimum height of plantings (18” shrubs, 8’ overstory trees, 5’ for understory and coniferous trees); extend the fence north along the eastern property line, the fence should extend to just past the northern-most edge of the parking lot, subject to verifying that the fence will not encroach on the vision clearance triangle;

6. A hold harmless will be required for the improvements in the public easement, including parking and landscaping (template to be provided by Comm. Dev.)
Dept.); In regards to the Drainage Report, provide a summary of changes to impervious area to document it is being reduced.

Ms. Quinn said about the colors that they have, that’s within your approval?

Mr. Franklin said as I mentioned, that’s part of what they’re still trying to figure out. Right now, the way they’re showing it, this darker brown color up here is going to be some siding. This gray color at the bottom is combination of some brick and some stone. They’re still trying to figure out exactly what’s going to be what and exactly what the colors are going to be. And as I mentioned, we will certainly work with them and make sure that what they come up with is compliant with the P.U.D.

Ms. Quinn said okay, it looks burgundy.

Mr. Franklin said yes, the colors as they appear on a monitor can be misleading.

Ms. Ralston-Hansen said prior to this, I know that they had always planned on having overnight opportunity for their clients or whoever. Without this addition, they previously had no overnight sleeping accommodations?

Mr. Franklin said correct. They were in the process, for this specific site, to try to get it remodeled such that they could use it for their purposes. And they determined that they would need to do the addition to be able to provide the sleeping rooms, yes.

Ms. Ralston-Hansen said that’s where I was getting confused. Is there anyone from the organization to acknowledge that they have read the staff recommendations?

Mr. Ed Arp, Civil Engineering Consultants, 2400 86th Street, Urbandale, said Mr. Franklin has done a fine job of the review. Yes, we’re working on building elevations right now. One of things that we found a little confusing was the P.U.D. called for kind of more reddish brick, I think it was because of the original School of Beauty next door having a lot of predominantly red brick. We talked today about that a little bit, and I think we’re going to go back to the architect and maybe update the colors. The materials will be similar. I would say the form you’re looking at though is pretty much what the building will look like. With it being a non-profit, we also are price-sensitive. So, some of the materials we’re having priced right now to make sure it’s something that’s in their budget. But, other than that, we plan on having this updated well before we go to City Council so staff will have a chance to re-review it. Other than that, you’re right on the sleeping rooms. They did try to look at doing them in the existing building, but that wouldn’t fit and that’s really why we started out looking at the addition off to the east side of the building then. I’ll also mention that Eileen Denner with Emmaus House is also on the meeting tonight and I’m not sure if Eileen has anything to add? Maybe she doesn’t.

Mr. Van Heuvelen said if you do, just go ahead and unmute.
Mr. Arp said with that, I'll ask for your approval.

Mr. Hatfield asked did any of the neighbors call you and talk to you about this project at all?

Mr. Franklin said they did not. At the time of the rezoning, there were two neighbors that did speak. Their concern was just who would be staying overnight at the facility. They did not have a correct understanding of how Emmaus House works and we assured them at the Council public hearing that these are only people that are directly affiliated with the programs that they offer. People can’t just go and stay there without their knowledge. This was not a public hearing since this is a site plan, but I feel very comfortable saying we did address those concerns when it was before Council as part of the P.U.D. amendment public hearing.

Mr. Hatfield said thank you.

Ms. Quinn moved, and it was seconded by Galante, to approve the “Emmaus House” Site Plan, subject to staff recommendations. On roll call; Ayes: Quinn, Galante, Racki, Ralston-Hansen, Hollatz, Roethler, Hatfield, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Walnut Creek Regional Park – Large Shelter” Site Plan No. 012-2016-02.01 (4100 Walnut Creek Regional Park Access Road).

Mr. Franklin said this site plan proposes the construction of an open-air shelter and parking lot to serve visitors to the Walnut Creek Regional Park. The shelter and parking lot are proposed to be constructed on the east side of Walnut Creek, and south of Aurora Avenue. The new parking lot and large shelter are identified in the Capital Improvements Program to be phased constructed in 2020 and 2021, respectively. On March 15, 2016, the City Council approved a site plan for the construction of a smaller shelter north of Aurora Avenue.

The proposed shelter and parking lot will be accessed from the existing park roadway system off of Aurora Avenue. The proposed parking lot could eventually have a total of 100 parking spaces. The first phase of construction will include a minimum of 50 spaces (four of which are the required ADA accessible) and the potential for additional parking to be constructed depending on the results of the public bidding process. Utilities, stormwater detention, and a continuous row of shrubs towards the residences to the east will be constructed with the first phase of construction.

The proposed shelter is designed for an occupancy of 100 people. Remaining site landscaping and a sidewalk connection to the Bob Layton Trail will be installed with the construction of the shelter.
The park roadway system is proposed to be completed from Douglas Parkway north to the existing access road in 2023. The first phase of the roadway system was completed in 2014 and a gate was installed on the south side of Aurora Avenue in 2015 to prevent use of the roadway when the park was closed.

Mr. Franklin said Staff will not provide a recommendation on this site plan since it is a City project, but did review the site plan and the conditions below appear to be appropriate for this City project to conform to customary site plan requirements for a project of this type:

1. Floodplain permit required from City Engineer; 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; Sheet SP001 – add site address; Sheet SP400 – remove duplicate note “k” and verify numbering/letter of notes; add shelter footprint to all plan sheets and label as “future”; show all existing on-site and off-site easements; add utility contact information to site plans; remove stop bars.

2. Revise water connect to the public main with a 12x6 tapping sleeve and valve; comment 1C – ductile iron is not required 20’ each way of a hydrant; a meter pit and stop box will be required directly after the 2” connection; comment 1H – a temporary blow-off valve will be required on the 2” line; 4” DR18PVC could be installed in lieu of 2” copper (this is a less expensive route); Sheet SP702: Hydrant detail refers to a SUDAS typical; the City of Urbandale uses the Urbandale Water Utility Standard Specifications, not SUDAS for water main work.

3. Topsoil should be placed at a depth of 8” per SUDAS (Sheet SP100 Site General Note L and Sheet SP400 Grading Plan General Note E); Sheet SP100: Site General Note S, add and Urbandale Water Specifications; provide concrete flume to outlet for detention basin between the southerly structures; provide orifice plate detail; replace PVC storm pipe and nyloplast drain basin with RCP. Callout critical crossings and verify elevation of existing storm pipe; show silt fence along perimeter of trail.

4. Sheet SP400: Add note to Pollution Prevention Notes. Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Verify Pollution Prevention Notes, the numbering is not consecutive, are notes missing?; Sheet SP400: Add additional spot elevations to verify top of berm elevation and width and overflow elevation; these elevations will be
verified at the time of the as-built grading survey; verify if an NPDES permit is required; provide updated Drainage Report when the basin is revised. Verify the C values for the drainage areas to be consistent as to soil type and design storm. Submit Drainage Report to stormwater@urbandale.org; a hard copy is not required.

Ms. Ralston-Hansen asked this is probably more for the City Council, in light of everything that’s going on and the financial burden that COVID is having on the world, is this the right time?

Mr. Franklin said that’s one of the things that we’re still analyzing. Actually we’ve had a couple of other projects that we’re withholding bidding on. That’s kind of an unknown thing right now. I can tell you from the building inspector side, all of the inspectors are continuing to do inspections. We still have plans for new development coming in, plans for new houses coming in, and you’re right, it’s Council’s prerogative to figure out what they want to do, but I think the intent at this point is probably to go ahead and get it out to bid and see what those numbers look like, and then make a decision about whether or not to move forward. We certainly hope that we could.

Ms. Ralston-Hansen said okay, thank you.

Mr. Van Heuvelen asked if Ms. Herke, Parks & Recreation Director, had anything she wished to add?

Ms. Herke indicated that she did not.

Mr. Franklin said I don’t know if there is anybody on the line that might want to very briefly address this or not. If there is, we could ask them to unmute their mic and go ahead and identify themselves.

Mr. Erik Nikkel, Snyder & Associates, said I’m just here on behalf of the city also. I don’t really have anything to add beyond what you’ve already said.

Ms. Ralston-Hansen moved, and it was seconded by Roethler, to approve the “Walnut Creek Regional Park Large Shelter” Site Plan, subject to Staff recommendations. On roll call; Ayes: Ralston-Hansen, Roethler, Quinn, Racki, Hollatz, Galante, Hatfield, Van Heuvelen; Nays: none. Passes: none. Motion carried.

Regarding Staff reports, Mr. Franklin said at our next meeting on April 27, which we can probably safely assume is going to be this same format, we will probably have that Irwin Rose P.U.D. and the Creekside Villas preliminary plat and site plan that would have been on tonight’s agenda. I think we can probably expect that in two weeks. There will be one other public hearing which is out at Waterford Landing. This does not have anything to do with Hubbell’s project, but rather is on the parcel that the City owns where the fueling station is going to be. We’ve gotten some information back on pricing
for some of the buildings that we want to build out there for the City’s project. And so we need to request an amendment to that P.U.D. Carmel Park is the next little subdivision that’s going to be done on 142nd Street just south of the roundabout. It’s the former Hendrick’s property. It’s a handful of additional single family homes. And then Homewood Suites is going to be a new hotel out on Plum Drive immediately west of the Hampton Inn. So that’s what we’re looking like for the next meeting. Otherwise, as I mentioned, all of my inspectors are working remotely. They’re continuing to do inspections except for rental inspections. We’re not going into occupied homes. Some of those inspections, say a water heater replacement or an HVAC system, we are doing some of those inspections remotely where we can just use a camera or a phone to see what we need to see and approve it remotely. Otherwise they’re still working, doing their thing, Ms. Vander Linden is still answering the phone and scheduling inspections and the Planning staff is continuing to write staff reports and review submittals as they come in. We appreciate all your support in getting through this.

Mr. Van Heuvelen asked if Mr. Franklin would bring the Commission up to date on that Hubbell matter that we had at our March 2 meeting.

Mr. Franklin said Hubbell’s still trying to figure out what they want to do. They’ve had two or three meetings with the neighbors and it appears they’re really just at an impasse. At this point, I’ll be surprised if it ends up being on this next Council agenda on the 21st. But they’re still trying to figure it out. It has not yet gone to Council.

Mr. Van Heuvelen said thanks. He said we appreciate Mr. Franklin and the City Staff setting this all up. Kind of miss the camaraderie, but this is a good alternative for the current situation.

The meeting adjourned at 6:50 p.m.