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 27, 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 27, 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 Jeff Hatfield, Lee Hollatz, Julie Roethler, Wayne Van Heuvelen, Joan Racki, Judy Ralston-Hansen, Lesa Quinn, Paul Pick, and Marcus Galante. Staff members present were Steve Franklin, Director of Community Development; Kristi Bales, Community Development Manager/Chief Planner; Sheena Nuetzman, Planner I; Cheryl Vander Linden, Administrative Specialist; and Nicole Lunders, City Clerk.

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 April 13, 2020, meeting. Ms. Roethler moved, and it was seconded by Quinn, to approve the April 13, 2020 meeting minutes. On roll call; Ayes: Roethler, Quinn, Hatfield, Ralston-Hansen, Racki, Hollatz, Van Heuvelen, Galante; Passes: Pick. Nays: none. Motion carried.
The next item on the agenda was the continuation of the public hearing on “Irwin Rose” Amendment to the Comprehensive Plan and the Planned Unit Master Plan, case no. 010-1979-02.07.01, 78th Street and Hickman Road.

Ms. Bales said it’s been requested to continue until the May 11, 2020 meeting.

Ms. Racki moved, and it was seconded by Pick, to continue the public hearing on the “Irwin Rose” Amendment to the Comprehensive Plan and the Planned Unit Master Plan as well as the “Creekside Villas Plat 1” Preliminary Plat and Site Plan No. 012-2020-04.00, until the May 11, 2020 Commission meeting. On roll call; Ayes: Racki, Pick, Hatfield, Quinn, Galante, Ralston-Hansen, Hollatz, Roethler, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Waterford Landing” Amendment to the Planned Unit Development Master Plan, Case No. 010-2005-02.03.07, 5405 170th Street. As this is a public hearing, Mr. Van Heuvelen said if there were no objections, he would dispense with reading the following official publication:

Case No. 010-2005-02.03.07

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 5:30 p.m. on Monday, April 27, 2020, 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:

Lot 1, Urbandale Parks and Public Works Maintenance Plat 1 now included in and forming a part of the City of Urbandale, Dallas County, Iowa as recorded in Book 2018, Page 19426 at the Dallas County Recorder’s Office. Said tract of land contains 17.654 acres. 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 and is locally addressed as 5405 170th Street. The amendment to the P.U.D. Master Plan is proposed to allow certain building materials for the city-owned fueling station, cold storage building, salt storage building.

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 for the permitted building materials on the future city-owned vehicle storage facility and salt storage building. This property is 17.88 acres in size and has approximately 370 feet of frontage on Waterford Road and approximately 1,215 feet of frontage on 170th Street.

In 2018, the City Council approved an amendment to the “Waterford Landing” P.U.D. Master Plan to allow a city-owned fueling station, vehicle repair/storage facility, and salt storage building, along with outside storage as permitted uses. At the same time, the City Council approved a site plan for the fueling station (with canopy and underground fuel tanks) and associated site improvements. This is Phase 1 of the project which is currently under construction.

Phase 2 of the project will add a vehicle storage building and a small salt storage facility building. A new site plan is required for the proposed buildings. The City’s proposed timeline for Phase 2 is to complete the design in 2020 and complete construction by fall of 2021.

When the PUD Amendment for this facility was approved in 2018, the intention was that both buildings would be constructed with pre-cast concrete. The initial cost estimates for two pre-cast concrete buildings significantly exceed what was budgeted for the project. There is a need to construct both buildings at this time, so this amendment is requested in order to allow the vehicle storage building to be a pre-engineered metal building and allow the salt storage building to be a canvas hoop storage facility on a concrete block wall. The vehicle storage building would be approximately 84’ long by 80’ wide by 25’ high (with an eventual expansion up to 190’ long for a total of 16,000 square feet) and the salt storage building would be 30’ wide by 40’ long by 25’ high.

Per the P.U.D. Master Plan, a 50-foot landscape setback with berm and plantings is required along Waterford Road and 170th Street. 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.

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.
Ms. Bales said Staff will not provide a recommendation on this P.U.D. amendment since it is a City project, but reviewed the amendment and suggests that what is being requested is reasonable given the Public Works Department functions of the proposed structures that will be located within a municipal satellite facility.

Mr. Dave McKay, City Engineer, was present to answer any questions.

Mr. Hatfield said is there any way to put lipstick on the pig and dress it up a little bit and still keep your budget?

Mr. McKay said yes, I think there is. I could task the architect with that. Whether that be things I’ve thought of, such as additional landscaping or maybe different materials along the east side of the building that would face the units. So it is possible that we could come up with something that’s better than metal.

Mr. Hatfield said that would be my preference, as you hit Council in a couple of weeks, is to do something at least on the east face, facing that will be residential. You know, the berms a little taller than normal or a few more plantings than normal just to dress it up a little bit on that side.

Mr. McKay said unfortunately the berming is a problem here because the way the Hubbell site sits compared to our site, because they are so low because they have a drainage ditch running through, they can move the drainage ditch right along the property line so they’re actually coming through our property to make their site work. So a berm is not possible, but definitely we can take a look at landscaping and alternate materials for the east side of the building.

Ms. Quinn asked so what was the difference in money, compared to doing metal vs. concrete?

Mr. McKay said we started out with a budget of $700,000, and that was everything included. So that’s architectural fees, all construction, all inspection, everything, a maximum of $700,000. We initially started looking at this with precast on both salt storage and the storage building, and it was coming out at $700,000 for each structure. So we were double what we wanted. Our first plan of attack was maybe we could eliminate one or the other. Unfortunately, there is need for both of them right now. We need salt storage because we’re traipsing all the way across Urbandale to 9401 Hickman to fill up for the west side, and we also need, if we’re going to have salt storage there, we need a welder to keep out there inside so we need the storage building. And then we’ve also had need for years for a west side restrooms and basically a small breakroom so our crews working out in that area don’t have to go back to 9401 Hickman for lunch periods and things like that. So if we did everything the way we wanted, we’d be about double what our number is.
Ms. Quinn said I know they've done a great job with some of the buildings. Like, there’s a building on Merle Hay Road that they really designed nicely with the metal. I don't know, I'd like to see a different look than what you put there. It looks like a big red barn.

Mr. McKay said that was just an example of an engineered building. It wasn’t anything that we’re proposing. That is what a pre-engineered building is, so that was just an example. OPN is our architect, whom I've got a lot of confidence that they can make something nice, add features to it. I have confidence in them.

Ms. Roethler asked so do we have any pictures of examples of what this would look like?

Mr. McKay said we do not, because basically we’re in the stage of the design where we’ve told them everything we wanted. They put together what the size of the building needs to be to fit our budget. And so now the next thing, if we move forward, then the next thing to do would be to make some elevations and such and make sure we can afford everything again.

Ms. Bales said we would see building elevations when the site plan is submitted.

Mr. McKay said so you would be seeing this again at that time, that is correct.

Mr. Van Heuvelen said as this is a public hearing, the Commission will hear comments from anyone who wishes to speak or ask questions from the public at this time. Mr. Van Heuvelen asked do you know if we have anybody to speak?

Ms. Vander Linden said we have nobody on the chat.

Hearing no one, Mr. Pick moved, and it was seconded by Galante, to close the public hearing. On roll call; Ayes: Pick, Galante, Hatfield, Quinn, Racki, Ralston-Hansen, Hollatz, Roethler, Van Heuvelen; Nays: none. Passes: none. Motion carried.

Mr. Hatfield moved, and it was seconded by Galante, to approve the "Waterford Landing" Amendment to the Planned Unit Development Master Plan, with the addition of making the east side of the building look better and that there would be more plantings discussed at the next meeting during the site plan phase. On roll call; Ayes: Hatfield, Galante, Quinn, Pick, Racki, Ralston-Hansen, Hollatz, Roethler, Van Heuvelen; Nays: none. Passes: none. Motion carried.
The next item on the agenda was the “Carmel Park” Preliminary Plat (3109 142nd Street).

Ms. Bales said this preliminary plat pertains to the property known as Lot 3 of Tanglewood Estates, and on November 5, 2019, the City Council approved a rezoning with conditions from “A-2” Estate Residential District to “R-1S” Suburban Density Single Family District. There are several requirements in the conditions of rezoning for the property that relate to access and landscaping. The property has a total area of 8.09 acres, and approximately 380 feet of frontage along 142nd Street.

This plat proposes 12 single-family detached residential lots and one outlot. The buildable lots have an average of 22,470 square feet. The “R-1S” Suburban Density Single Family District requires a minimum area of 8,750 square feet and the conditions of rezoning require that all residential lots have a minimum width of 80 feet. The property currently has a single-family dwelling, which will be demolished and one access off of 142nd Street which is shared with the property at 3051 142nd Street to the east. The proposed lots will be accessed from a new cul-de-sac street east from 142nd Street, and the property at 3051 142nd Street will continue to have access to 142nd Street from an existing private drive. The cul-de-sac exceeds the 600 foot maximum allowed by the Subdivision Code; however, the City Council can approve a variance from the Subdivision Code, after review and recommendation by the Planning and Zoning Commission.

The conditions of rezoning also require a 50-foot minimum landscape buffer along 142nd Street north of the new public street. The buffer is to consist of a berm and a combination of trees and shrubs. The buffer is not required south of the proposed street due to the existing access for 3051 142nd Street. In order to comply with the Parkland Ordinance, a voluntary payment for parkland infrastructure will be provided in lieu of a land dedication.

Water service will be provided from an 8” water main line to the existing 16” water main line located within 142nd Street. Sanitary sewer service will be provided by extending an 8” public sanitary sewer from an existing 27” sanitary sewer located to the northeast on the east side of Walnut Creek.

Adjacent to the north is the Carmel Subdivision zoned “R-1S” Suburban Density Single Family District and to the northeast is the vacant Tanglewood Estates property zoned “R-1L” Low Density Single Family. Adjacent to the east is residential property in the Tanglewood Estates zoned “A-2” Estate Residential. Across 142nd Street to the west is the Bristol Cove residential development and the Deer Ridge Estates residential development both zoned R-1S. The property is located in the Urbandale School District.

Ms. Bales said Staff recommends approval of a variance from the Subdivision Code to allow the cul-de-sac length in excess of 600 feet.
Staff also recommends approval of the preliminary plat, subject to requiring the developer to:

1. Submit an Attorney’s Opinion for approval; provide information in order to comply with Parkland Ordinance (payment to be provided at time of final plat); provide a copy of covenants at the time of final plat (to include maintenance of landscape buffers); add addresses to each individual lot (provided by Comm. Dev. Dept.); the temporary project sign needs to be staked into the ground (cannot be on skids); submit a lighting plan for the plat; revise Outlot “X” to be “Lot “B” Private Driveway” and revise Note #7 to say Lot “B” shall be dedicated to the owner of 3051 142nd Street for the purpose of providing permanent access to the existing private driveway; provide the dimension for the distance between the eastern edge of the driveway to the eastern boundary of the private driveway parcel (minimum of 10 feet is required); provide a planting plan for all areas that require landscaping per the Conditions of Rezoning (trees are not to be placed in the middle of the swale of the Surface Water Flowage Easement); buffer along 142nd Street to comply with Zoning Ordinance - Section 160.27(D.4.b);

2. Retaining Walls in Outlot “Z”: all walls must be set back at a minimum ratio of 1:1 from the property lines; add top of wall/bottom of wall elevations; show and note how the Homeowner’s Association will access the detention area for maintenance; all walls to be installed and inspected during plat development and prior to recording of final plat; retaining walls over 4 feet in height require certification by an engineer in the State of Iowa and building permits (additional fall protection may be required);

3. Demolition permits and associated inspections for the existing house shall be completed before final plat is recorded; provide a 70 foot Right-of-Way for the 37 feet of pavement by 142nd Street; add a note that no lot is to have direct access to 142nd Street (this note will also be required on the Final Plat); show proposed contours in street; add note for removal of existing septic system; provide Book and Page for all existing easements; provide written verification the required clear zone is provided from the Browns’ driveway; show existing sidewalk along 142nd Street; show location of cluster mailbox; all sidewalk ramps and landings, including access to cluster mailboxes, will need to be constructed with the public improvements; locations and spot elevation details will be reviewed with the construction drawings; ADA ramps and landings will need to be constructed on the north and south sides of Maple Drive; the connection to 142nd Street required 2 feet of existing pavement to be saw cut and new pavement doweled in; revise the location of the water connection – in the current location it will basically close the intersection- look at a better location like the south in the turn lane so the intersection stays open; revise the Brown driveway connection to be concrete between the sidewalk and Maple Drive; relocate the sanitary and storm manholes outside of street pavement; revise storm sewer to eliminate the pipe under the pavement like at Lot 1, 4 and 5; provide subdrain tiles in swales – add a note that the maintenance of the tile lines will be
the responsibility of the Homeowner’s Association (this note will also be required on the Final Plat); the Drainage Report mentions two culverts under the existing driveway – where is the second one located? – will the culverts still function?; it appears the pond emergency overflow is to the south of the Brown drive - the existing culvert should be used for lower flows instead of going over the drive; provide size of proposed storm and sanitary sewer, sanitary sewer connects to WRA sewer and will require their approval; show erosion control measures; provide silt fence as ditch checks in swales; provide perimeter controls where runoff can exit the site; stand pipes will be required in the detention areas; provide erosion control/dissipation at all storm sewer outlets; extended a defined riprap channel to the creek; show the 100-year floodplain limits; revise “Minimum Protection Elevations” to “Minimum Opening Elevations”; a bond will be required at the time of the Final Plat to ensure the detention area is cleaned out prior to it being turned over to the Homeowner’s Association; a Stormwater Facility Maintenance Agreement per the Post Construction Stormwater Ordinance will be required at the time of the Final Plat; 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; provide individual grading plans for each lot at the time of construction drawing approval and coordinate with the builder to include the intended design layout of the house and garage (including any side load garages and any retaining walls);

4. Drainage Report Comments: Calculations are required for overflow routes, intakes, and storm sewer; include calculations as necessary to show the 100-year storm is conveyed to the detention basin and all 100-year flows are contained within the SWFE, including ponding depths at intakes; drainage calculations may be submitted via email to stormwater@urbandale.org; a hard copy is not necessary; verify release rates; the 2-year developed release is greater than the 2-year pre-developed release; 100-year developed release is greater than the 5-year pre-developed release; either provide calculations for the pre-development CN value or revise all areas to a standard meadow condition Soil Group C of CN = 58; verify undetained drainage area to the northeast in the developed condition; from the proposed grading contours, the undetained area appears significantly larger on Lots 5-7; give SUDAS rainfall tables, all times of concentration should be a minimum of 5 minutes; provide calculations for minimum opening elevations; if desired, the entire HydroCAD model can be included in a single PDF print output with the summary area listing and node listing reports; it is not necessary to print each node individually, the project report including all nodes is preferred.

5. Provide water main reimbursement for 142nd Street in the amount of $3,666 at the time of final plat; cap the existing water service at the main and remove the stop
box; revise existing water main on 142\textsuperscript{nd} Street to 16\textquotedbl{}; if there will be a gate across the driveway access for 3051 142\textsuperscript{nd} Street, there will need to be a minimum clear drive width of 14 feet through the gate opening for fire apparatus (a building permit will also be required).

Ms. Ralston-Hansen asked how big an exception is the 600 feet?

Ms. Bales said let me check, maybe take other questions in the meantime.

Ms. Quinn said I have a question – where is the entrance to that huge house that’s behind this lot?

Ms. Bales said see this kind of middle gray shade, it will come here off of Maple Drive and turn south and then turn east. Right here where my cursor is, the existing asphalt driveway to remain, there’s some work that they’ll have to re-do at the entrance. But for the most part, that driveway is noted to remain along that south line.

Ms. Quinn asked how big are those lots?

Ms. Bales said, for example, Lot 10 is 134 feet wide. Lot 3 is 132 feet wide. They average about a half an acre in size.

Ms. Bales said I may see if the engineer can help me out with that number. She asked if anybody from Abaci was on the phone lines.

Ms. Ralston-Hansen said I don’t need an exact number, I just didn’t know if 600 feet was double what we normally would see in a cul-de-sac or 50 feet longer than a normal cul-de-sac.

Ms. Bales said we’re looking at about 700 feet so not much longer than what is allowed by Code. The most recent one I can think of where we did this cul-de-sac variance was the really long one for the Plateau at Deer Creek there off of 128\textsuperscript{th} Street by the Galloway’s house. And I want to say that one was well over 1,000, if not closer to 2,000. So this isn’t off the mark by much.

Ms. Ralston-Hansen said okay, thank you. That will do.

Mr. Van Heuvelen asked has the Fire Department looked at this? I’m assuming that the main reason is for fire trucks getting down and getting into the bulb there and not being able to maneuver. Is this all satisfactory with the Fire Department?

Ms. Bales said the Fire Department is one of the reviewing bodies on preliminary plats, so they have seen this and didn’t make any special comments regarding it. The one noteworthy comment from the Fire Department is back to the question about the private access. If there’s ever a gate that’s up here at the entrance across that private access,
they’ll need to see some things. That was discussed off and on through the rezoning process, so they made kind of a note for the future. But they did not comment on the length of the cul-de-sac.

Mr. McKay said the other thing that helps too is that it is large lots. If you had a lot of lots on this, it would be one thing. But when there’s fewer driveways, fewer people on it, it doesn’t make it such a big deal, I would say.

Ms. Bales said I think the other part, too, is there’s no way really to tie in. There’s no stub street to the south and there’s no stub street to the north to the development that the Dentons did earlier. This is their first project that they did called Carmel, and this is Carmel Park, so there isn’t a place where they can connect nor will we grant a second access to accommodate that onto 142nd Street.

Mr. Van Heuvelen asked would the developer or the engineer like to address this, make a comment or two? They’re welcome to.

Ms. Ralston-Hansen moved, and it was seconded by Racki, to approve “Carmel Park” Preliminary Plat, subject to Staff recommendations. On roll call; Ayes: Ralston-Hansen, Racki, Hatfield, Quinn, Galante, Pick, Hollatz, Roethler, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Homewood Suites” Site Plan No. 012-2020-05.00 (8901 Plum Drive).

Ms. Bales said this site plan is for the construction of a four-story hotel on the north side of Plum Drive on Lot 1 of Highland Pointe Office Park Plat 3. The property is 2.93 acres in size with approximately 385 feet of frontage on the internal private street serving all the lots within Plat 3. The property is regulated by the “Highland Pointe Retail” Planned Unit Development (P.U.D.) Master Plan Standards. In 2011, the City Council approved a request to amend the Comprehensive Plan and rezone the property to Planned Unit Development (P.U.D.). The P.U.D. Master Plan allows for the 15 acres to be developed for either retail or office uses (including hotels). The P.U.D. Master Plan has been amended over time regarding permitted uses and other various building requirements with recent amendments for signage and access spacing onto Plum Drive. The property is currently vacant.

The proposed hotel has a total of approximately 61,200 square feet with a 21,871 square foot building footprint, of which 6,638 square feet is identified as convention center space. The building is four stories in height and is proposed to be a combination of brick, glass, and EIFS 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. The proposed hotel is 54.5 feet in height with architectural projections that are approximately 61 feet in height.
The proposed building is required to be set back 50 feet from the Interstate along the north property line and 50 feet from the south property line along the internal private street. Parking must be set back a minimum of 20 feet from the Interstate and 10 feet from all other property lines. Sidewalks are required on both sides of the private street in this development.

Parking is required to be screened from streets by berms or a continuous row of shrubs. The parking setback along the Interstate must be landscaped, including shrubs having a minimum mature height of 6 feet to screen utilities, refuse collection areas, miscellaneous storage and similar areas or functions. Screening shall also be provided for loading spaces. 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 1 parking space per room plus 15 parking spaces. This hotel has 112 rooms and is required to have a minimum of 127 parking spaces. The site plan proposes 135 parking spaces, of which 6 are accessible parking spaces (at least one of which must be a van-accessible space).

Sanitary sewer service will be extended from an existing 12" public sanitary sewer line along the north side of Plum Drive. Water service will be extended from a proposed 8" main along the internal private street.

Properties adjacent to the east, west, and south are part of the same P.U.D. Master Plan. The property is located in the Johnston School District and drains to the south towards North Walnut Creek.

Ms. Bales said Staff recommends approval of the site plan subject to requiring the developer to:

1. Provide an additional fire hydrant at the southwest corner of the building; provide a minimum 5' clear space around all hydrants; provide a water shut off on the 2" domestic outside the building; pay water connection/construction water fee of $4,644.43 at time of building permit.
2. Sheet C100: add address; Sheet C101: revise room count and parking calculation; add note that all ground and roof-top equipment is to be screened; Sheet C200: Revise Note 4G to 4C; verify if 6B and 6C were used (if not, remove); sidewalk to be installed with project – revise Note 3I; indicate sidewalks to the east and west exit doors;
3. Provide lighting plan (maximum height is 25 feet); revise site plan to match architectural floor plans; water service appears to enter building under the stoop and remote of mechanical/service rooms; revise "Back Elevation" to be predominantly brick as required by the PUD Master Plan; identify any ground utility equipment and associated landscaping; add lot dimensions for all sides;
4. Sheet C500: revise row of shrubs to be continuous along parking spaces (not clustered); revise “Size” column for minimum height of trees (8’ overstory trees, 5’ for understory and coniferous trees); verify square footage of landscaping provided;
5. Provide Hold Harmless Agreement for improvements in easements (templates to be provided by Comm. Dev. Dept.); show all existing easements (new easements are proposed with the Highland Pointe Office Park Plat 3);
6. Sheet C200: Construction Notes 3A-C do not match the depths in the shading legend. The sidewalk along the private street will need to be constructed as part of this site plan or added to the Highland Pointe Office Park Plat 3 CDs. Verify callout in plan view (2I vs. 3I); provide public improvement drawings for 42” storm sewer construction; Sheet C300: Provide rip-rap at ST-8B. Verify callouts for P-4 and P-8, the sizes do not match the Drainage Report. The structure that replaces the existing FES at the NE corner of the site is missing label and type. Existing structure notes for S-3 and ST-13A are obscured by shading. Consider revising the east driveway or coordinating with the Highland Pointe Office Park Plat 3 construction drawings to avoid a driveway taper in the intake. Provide size and elevation of downspout connections to storm sewer; Sheet C400: Revise Grading Note #1 and Pollution Prevention Note C.4.h to provide an 8” topsoil depth. Runoff from the north edge of the site which was previously routed to the basin is now being directed off-site north undetained; this will need to be addressed in the drainage report; Sheet C500: Shift/relocate trees away from proposed storm sewer.
7. Drainage Report: Verify that impervious area assumptions from regional basin design are met. Provide calculations for design of pipe along north property line. Revise area intake calculations to provide ponding depth in the 100-year storm. How will new undetained drainage to the north be handled? Submit Drainage Report to stormwater@urbandale.org; a hard copy is not required.
8. Provide copy of NPDES Permit and SWPPP prior to any grading work. Submit NPDES and SWPPP to stormwater@urbandale.org; a hard copy is not necessary. Weekly inspection reports will also need to be submitted to this email address.

Ms. Quinn said the hotel that’s right next to that, how many stories high is that hotel?

Ms. Bales said it is four stories, as well. The same group who did that hotel is doing this one, as well.

Ms. Quinn said I just wondered. It would be nice to see them the same level.

Mr. Van Heuvelen said with 6,000 square foot convention center space, is there food service on-site or is that going to be catered in? How is that going to work?

Ms. Bales said there is no restaurant proposed on-site, so my guess is yes, catered in.
Mr. Hatfield asked is the engineer not here, to approve the Staff recommendations, is that correct?

Mr. Jason Ledden, engineer from Snyder & Associates for the Homewood Suites project, said we agree to the Staff recommendations.

Mr. Van Heuvelen asked do you have any other comments?

Mr. Ledden said I have none.

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

Regarding Staff reports, Ms. Bales said we will have your meeting on May 11 and we will have your meeting following that. We’ve got some things on the horizon. The May 11 meeting you know it will include those two items continued from tonight. May 11 will also include a public hearing for a zone change to P.U.D. This is for the Patricia Park Apartments. You’ll recall there was a fire there a month and a half ago or so. We have issued demolition permits for that building, and they have some equipment out there. So they’re going to a P.U.D. because they aren’t conforming in a couple of categories so that project will be in front of us with Hubbell. Then we’ll have a couple of extensions of preliminary plats that have expired. Then we will have your meeting two weeks after that. Please plan to have those meetings digitally, as well. We’re still working on some logistics, but we’ll likely have those in this same WebEx format, so that probably won’t change in the month of May. And that is what I have for reports.

Mr. Van Heuvelen asked has there been a fall-off in business of permits and applications after a couple of weeks or a month of this shutdown?

Ms. Bales said in January 2019, we moved to the Citizenserve on-line permit portal and in that month, all permits were done electronically, which has happened to help during a pandemic. So we still have permits rolling in, people are still building fences, decks, new buildings and new residential construction. I haven’t looked at the numbers recently, but we are still able to do inspections except for rentals. The other types of inspections are pretty much staying the same. We’re still reviewing plan sets that are being resubmitted from cases that you’ve already seen. And like I said, we will have both of your meetings in May with cases.

Mr. Van Heuvelen asked any news from Hubbell and our friends in the Waterford neighborhood, getting together on what they want to do?

Ms. Bales said no. We have encouraged them to get together and figure out what they want to present but we have not had any new meetings with Hubbell and have not
heard of any meetings. Which really until this virus stuff gets lifted, I think the group is too big to get together. So I have not heard anything.

Mr. Hatfield said nice job, Mr. Van Heuvelen. It’s not easy to be a chair-person and not be able to see us face to face. So, nice job doing that from afar.

Mr. Van Heuvelen said thank you. I just miss the camaraderie!

The meeting adjourned at 6:10 p.m.