Due to the COVID-19 pandemic and associated protocols, the Urbandale Planning & Zoning Commission met in regular session as a virtual meeting on Monday, June 8, 2020, via WebEx Meeting Rooms. Vice-chairperson Lesa Quinn called the meeting to order at 5:35 p.m.

Ms. Quinn said the June 8, 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, Joan Racki, Judy Ralston-Hansen, Lesa Quinn, Jeff Hatfield, Julie Roethler, and Paul Pick. Staff members present were Kristi Bales, Community Development Manager/Chief Planner; 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 May 11, 2020, meeting. Ms. Ralston-Hansen moved, and it was seconded by Pick, to approve the May 11, 2020 meeting minutes. On roll call; Ayes: Ralston-Hansen, Pick, Roethler, Quinn, Hollatz, Racki; Passes: Hatfield. Nays: none. Motion carried.
The next item on the agenda was the “Urban Ridge Plat 1” Final Plat (167th Street and Meredith Drive).

Ms. Bales said this final plat pertains to a portion of a 20.1-acre property located on the north side of Meredith Drive, west of Centennial Boulevard and 162nd Street. The City Council approved a rezoning to “P.U.D.” on April 16, 2013 for approximately 21 acres and at the same time approved a rezoning to “R-1S” for the adjacent “Acadia” development on approximately 135 acres. In July 2019, the City Council approved an amendment to the “Figg Property” P.U.D. Master Plan for this 20.1-acre parcel to allow single-family detached residences at a maximum density of 8 units per acre with reduced lot widths and lot sizes. The City Council approved the preliminary plat for the overall development on September 24, 2019.

This property has approximately 672 feet of frontage along Meredith Drive. Plat 1 has the initial street connection to Meredith Drive, and future plat will have the connections to the future plat of the adjoining Acadia development tying into Centennial Drive.

This first phase of the final plat is 9.4 acres in size and contains 49 of the 101 single-family detached residential lots, divided into two phases. The lots generally have widths of 46 feet and a front yard setback of 30 feet. The minimum required lot size for all lots is 4,100 square feet. All streets serving this development will be public streets with a 50-foot right-of-way and will have 5-foot sidewalks on each side of the street. Two outlots are proposed in this final plat for the stormwater detention system.

A voluntary payment for parkland infrastructure will be provided to meet the requirements of the Parkland Ordinance. A future park is planned in the adjacent Acadia development.

A 20-foot landscape buffer is required along the eastern and western sides of the property and a 50-foot landscape buffer is required along Meredith Drive and the northern boundary of the property. The plantings along Meredith Drive are to be planted where Meredith Drive street reconstruction is completed and prior to the plat being recorded. The remaining plantings in the landscape buffer areas can be installed prior to the Certificate of Occupancy being issued for each house (or can be done sooner if desired by the developer).

Adjacent to the north and northeast is the remaining portion of the Urban Ridge development. Adjacent to the east is a residential estate zoned “R-1L”. Adjacent to the west is property within the “Fisher” P.U.D. Master Plan – of which the southern portion is planned for commercial uses and the northern portion is planned for single-family residential uses. Across Meredith Drive to the south, are single-family family detached lots within the City of Clive.

The property is located in the Waukee School District. Portions of the property drain to the southwest, into the City of Clive and eventually into Little Walnut Creek and portions
drain to the north east eventually into Walnut Creek.

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

1. Submit an Attorney's Opinion and all other platting documents as found to be necessary for approval (including deeds for streets); pay sanitary sewer fee of $62,886.40 by June 30, 2020 (or pay $63,902.80 after July 1, 2020); pay water main reimbursement of $3,920.85; pay $3,082.42 for future sidewalk along Meredith Drive; pay $9,167.33 for sidewalks in the Meredith Drive construction project (unless assessment is paid separately prior to the recording of the plat); pay $50,413.48 for the Meredith Drive construction project (unless assessment is paid separately prior to the recording of the plat); pay paving and turn lane fee of $46,592.32 for the future remaining reconstruction of Meredith Drive (or provide surety in the amount of $50,912.69); pay provide surety for internal sidewalks in the amount of $9,878.72; pay street sign fee of $660; pay parkland dedication fee of $21,620; provide copy of covenants (which needs to include maintenance of landscape plantings and prohibition of fences on individual lots); all inspection fees are to be paid before the final plat is recorded;

2. Provide certified as-built grading drawings verifying the as-built elevations of critical locations on the site, sanitary sewer manholes, and all storm water management facilities along with certification that the grading and storm water management facilities were constructed as designed; provide updated individual grading plans showing as-built elevations, easements, and details of any overflow locations. Provide signed calculations showing basin volume calculations by the contour-area method and confirming installation of orifice plates, and a signed affidavit that the storm water detention facility has been constructed in substantial conformance with the approved plan. These items may be submitted as PDFs to stormwater@urbandale.org.

3. Add addresses (provided by Community Development Dept.); revise Note #5 to “Maintenance of all drainage tile lines is the responsibility of the Homeowners Association”; add note “All future driveways shall be located so as not to conflict with manhole and intake structures”; add note that “Sidewalks on Outlots Y and Z are to be constructed with the sidewalks on Lots 1 and 49, respectively”.

4. The capacity of the detention basin will need to be re-verified at the time of final basin clean-out and SWFMA transfer. Provide a bond to ensure the detention area is cleaned out prior to it being turned over to the home owners association (bond should be at least $150 per 1000 cubic feet of detention storage); provide a stormwater facility maintenance agreement per the Post Construction Stormwater Ordinance (template to be provided by Comm. Dev. Dept.); provide bond for plantings along Meredith Drive (where street widening isn't completed west of street connection); provide an 11x17 Tile Map layout of found field tiles, PDF may be
5. **Easement comments:** Sanitary and Storm – verify legal on Lot 49 (specifically C53/C54 on Detail C); Storm Sewer and Surface Water Flowage (Lots 16/17) – extend the label arrow to include the 2.5’ on Lot 17; provide easements and legal descriptions for off-site turnarounds and storm sewer, sanitary sewer, and water main extensions and for the public storm sewer on Outlots Y and Z; separate legal descriptions for the landscape and surface water flowage easements; provide 50’ temporary easement west of 167th Street for the future reconstruction of Meredith Drive.

Ms. Quinn said I was out there today and they’re already putting the streets in. Right?

Ms. Bales said yes, you are correct.

Ms. Quinn said it was kind of hard, looking at that, to see what size the lots were.

Ms. Bales said I switched to the aerial view. It’s old enough that Meredith Drive, that new construction, doesn’t show but you can see how it relates to the City of Clive to the south, and how it ties into the remainder of the Acadia development. The lots shown in red are what we call preliminary plats. Once they get recorded, they become the black and white lines you kind of see to the east. But that’s how the street networks will all connect in.

Ms. Ralston-Hansen asked does the petitioner have any problems with the staff recommendations?

Mr. Dean Roghair, Civil Design Advantage, 3405 SE Crossroads Drive, Suite G, Grimes, said I’m here on behalf of Accurate Development. We are fine with the staff recommendations and happy to answer any questions.

Mr. Hollatz moved, and it was seconded by Ralston-Hansen, to approve “Urban Ridge Plat 1” Final Plat, subject to staff recommendations. On roll call; Ayes: Hollatz, Ralston-Hansen, Roethler, Hatfield, Racki, Quinn, Pick; Nays: none. Passes: none. Motion carried.

Regarding Staff reports, Ms. Bales said we’ve got one item on the June 22 meeting. As we get closer, we may see if that one can be moved back two weeks and blended with the July 8th agenda. I’ll let you know about that. Mr. Franklin wanted me to highlight for you that you’ll be hearing from us probably after next week’s Council meeting, the Council’s intent as of right now is to have their meeting on June 16 here in the Council chambers. The last thing I have, just because I want to highlight it, if you haven’t filled out your census, please do so. Our response rate I’m showing you the screen here, Iowa overall is at 67.4%, but Urbandale is stellar at just shy of 77% responding on the census. It’s important on a planning level, it’s important on a future federal funding level...
kind of thing, so if you haven't filled out your census, you can do so, follow the instructions in the mailings that you’ve likely received, and be sure and do that. That is my report.

The meeting adjourned at 5:47 p.m.