Due to the COVID-19 pandemic and associated protocols, the Urbandale Planning & Zoning Commission met in regular session as a virtual meeting on Monday, July 6, 2020, via WebEx Meeting Rooms. Chairperson Wayne Van Heuvelen called the meeting to order at 5:30 p.m.

Mr. Van Heuvelen said the July 6, 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 Joan Racki, Judy Ralston-Hansen, Lesa Quinn, Jeff Hatfield, Julie Roethler, Marcus Galante, and Wayne Van Heuvelen. Staff members present were Kristi Bales, Community Development Manager/Chief Planner; Annika Schilke, Planner II; 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 June 8, 2020, meeting. Ms. Racki moved, and it was seconded by Quinn, to approve the June 8, 2020 meeting minutes. On roll call; Ayes: Racki, Quinn, Ralston-Hansen, Roethler, Hatfield, Galante; Passes: Van Heuvelen. Nays: none. Motion carried.
The next item on the agenda was the “Goodman Estates Plat 1” Preliminary Plat (4701 72nd Street and 4705 74th Street).

Ms. Bales said this preliminary plat 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. Earlier this year, the City Council approved a rezoning of the property from “A-2” Estate Residential District to “R-1S” Suburban Density Single Family District.

The subject property has approximately 163 feet of frontage along 72nd Street, 620 feet along Goodman Drive and 230 feet along 74th Street. The western property is vacant and the eastern property has a residence and detached accessory structures.

This plat proposes 8 detached single-family residential lots. The lots range in size from 11,340 square feet to 37,610 square feet, with a 30’ front yard setback, a 30’ rear yard setback, and 8’ side yard setbacks (30’ street side yards). The lots are at least 80 feet in width, exceeding the 70-foot minimum width requirement. No streets are proposed as access to each lot will be provided by the existing street network. 5’ sidewalks are required as each lot is constructed. A voluntary payment for parkland infrastructure will be provided in lieu of a land dedication.

Storm water detention is shown on proposed Lot 8. Sanitary sewer service and water service will connect to the existing mains.

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.

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

1. Comply with the requirements of the Parkland Ordinance; one demolition permit can be submitted for all buildings at 4710 72nd Street (provide notes to address the removal of the existing septic tanks/fields and provide documentation from County Health Department when removal is complete); cap existing water services at 4710 72nd Street and 4705 74th Street (unless they are 1” services that will be utilized with future development); remove “NW” label from 72nd Street on all sheets; add rear lot width and easement for storm pipe across northwest corner of Lot 4; revise to Urbandale datum; adjust line weights so it is clear what grading will be required; provide Minimum Basement Elevations (M.B.E.) for all lots, and provide a Minimum Opening Elevation (M.O.E.) for lots that require one. These elevations will also be required on the construction drawings and at the time of the final plat.
2. Sheet 1: revise page numbering; provide full legal description with metes and bounds (not abbreviated version) and curve data; in the “Zoning Information” section - revise rear yard setback to 30 feet and add 30 feet street side yard setback; add note “No lot shall have direct access to 72nd Street”; add note “The manholes not located on a lot line need to be located outside of the future driveways. If subdrain tile is required, add a note that the maintenance of the tile lines will be the responsibility of the Homeowner’s Association.”; revise utility contacts - sanitary and storm sewer provider is City of Urbandale, 515-278-3950. revise to current specifications for SUDAS and Urbandale Water Specifications (current edition 02/28/2017).

3. Replace all sidewalks to be 5’ wide and in the typical location 1’ off the property line. The hydrants may need to be moved to avoid conflicts; all sidewalk ramps and landings will need to be constructed to a 5’ width with the public improvements. Locations and spot elevation details will be reviewed with the construction drawings; if the USPS requires a cluster mailbox (CMB), access to the CMB is also required. For curb ramps on new construction, we prefer to see curb ramps similar to SUDAS 7030.207, rather than SUDAS 7030.208. For 74th Street, there is no receiving ramp on the south side of Goodman Drive, so the ramp should cross to the west only.

4. Revise grading to route the majority of the plat to the detention basin; subdrain tiles are required in swales and maintenance of tiles will be the responsibility of the HOA. We are concerned about significant areas of undetained drainage at the back and front of the lots, and additional drainage to the Goodman Drive intakes increasing ponding depths. Detention basin note shows top of berm at 928, but much of the berm on the north and east sides is lower than 928; berm must be at least 6’ wide at the top per SUDAS.

5. Erosion Control Plan: Stand pipes will be required in the detention areas, show standpipe in plan view. Add note requiring immediate stabilization if grading will not occur for 14 days, per GP2. Add note to contain the slurry from wet saw-cutting of concrete. Provide erosion control/ dissipation at all storm sewer outlets.

6. Revise “Storm Water Facility Easements” to “Surface Water Flowage Easements” (SWFE). We recommend locating the basin in an outlot to be owned by the HOA; add storm sewer easement for storm pipe P-2; replace storm cleanouts along Goodman Drive with manholes and locate near lot line. Replace storm cleanout at Lot 8 with a manhole and the N/S portion along 74th Street to be public; the storm cleanout at the northwest corner at the existing intake is not necessary; revise basin outlet pipe to RCP; the channel on Lot 8 will need to be engineered to reduce erosion; storm services are required to be a minimum of 4”. If roof drainage must be captured for detention purposes, sump services may be made larger to capture
downspout flow; we recommend running the service for Lot 7 directly to the intake (rather than at right angles with bends).

7. The USSD will allow an ejector pump for Lot 8. Revise service for Lot 8 to be a public 8” main with manhole closer to the west lot line of Lot 1 and show Lot 8 service connection. Revise sanitary easement on west side of Lot 1 to public; sanitary sewer calculations will be required for all mains less than 1%; verify clearance for sanitary and storm critical crossing at Lots 3-4. Verify if water main needs to be lowered north of intake in order to accommodate new storm sewer.

8. Provide copy of NPDES Permit and SWPPP prior to any grading work and final approval of the preliminary plat. NPDES and SWPPP may be submitted to stormwater@urbandale.org. Weekly inspection reports and follow-up documentation as required by GP2 will also need to be submitted to this email address; provide individual grading plans for each lot at the time of construction drawing approval.

9. At the time of final plat: provide a bond to ensure the detention area is cleaned out prior to it being turned over to the home owners association and a stormwater facility maintenance agreement (including the outlet pipe) per the Post Construction Stormwater Ordinance (template to be provided by Comm. Dev. Dept.); any damage done to streets will have to be repaired by developer prior to recording of final plat.

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

Mr. Vic Piagentini, engineer for the project, was present and available to answer questions.

Mr. Piagentini said I’ll just answer any questions you might have. We’re going to work through all the comments with Staff and address all the comments that they’ve had. We see no problem with Staff recommendations.

Mr. Hatfield said just asking Ms. Bales, were there any comments from neighbors? They were pretty vocal the last time we met. Have they seen this and have they made comments to you?

Ms. Bales said I don’t know that they’ve seen it. I’ve not heard of any comments. I know the one person who was most vocal lives downstream to the north and so was concerned about stormwater. This introduces stormwater detention in a place that it doesn’t exist, so this should only help the issues and concerns he had regarding
stormwater.

Ms. Racki moved, and it was seconded by Roethler, to approve the “Goodman Estates Plat 1” Preliminary Plat, subject to Staff recommendations. On roll call; Ayes: Racki, Roethler, Ralston-Hansen, Hatfield, Galante, Quinn, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Casey’s General Store” Site Plan No. 012-2020-09.00 (4580 114th Street).

Ms. Schilke said this site plan proposes the construction of a 4,160 square-foot single-story convenience store to be located at 4580 114th Street. The property will have frontage along the new Interstate 80/35 exit ramp, Meredith Drive, and 114th Street.

The property is zoned “C-H” Highway Commercial District with conditions. Access will be provided by a full movement access drive and pedestrian walkway on the east side of the property along 114th Street.

The Zoning Ordinance requires 5 spaces per 1,000 square feet of gross floor area. A total of 21 striped parking spaces are required, and will be provided. Additional spaces for up to 28 cars are also provided under the fuel canopy (fuel pump island spaces). A minimum of 15% of the lot and not less than 5% of the total parking area must be maintained as open space in addition to buffer yard and parking setback areas. Architecturally, the building will be predominately brick to be compliant with the Conditions of Rezoning. Stormwater will be detained in an underground facility.

This property is currently zoned “C-H” Highway Commercial District. Property adjacent to the south and across Meredith Drive to the north is zoned M-2 Business Park Industrial District. Property to the east across 114th Street is zoned “P.U.D.” and is part of the Aurora Business Park North Planned Unit Development. The subject property is located in the Dallas Center-Grimes Community School District.

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

1. Provide a photometric plan for review; Note that signage review will be completed under separate permit applications (however the proposed monument sign appears to be too close to the property line in the proposed layout); Note that separate permits are required for the store, canopy and fuel tanks; Note that no outside display of merchandise is allowed; Show any transformers/HVAC/utility pedestals etc. and provide proper screening of the units; Add column to Planting Schedule with minimum height of plantings (18” shrubs, 8’ overstory trees, 5’ for understory and coniferous trees); Provide screening for any roof-top mechanical units; Project note #3 reflects quiet hours that are more restrictive than the City of Urbandale noise ordinance, revise if desired.
2. Revise to City of Urbandale datum; Show existing sanitary sewer easement on Sheet C-003 and verify that all linework and labels are shown in the legend; On Sheets C-005 and C-100 change the depth of topsoil strip, salvage, and respread to 8"; Replace existing storm intake and boxout in roadway due to 15" RCP being removed.; Revise sanitary sewer connection, the change in pipe size and direction is not allowed, either provide a structure or replace the service to the manhole.

3. All water and water main notes should refer to Urbandale Water Utility rather than City of Urbandale, and to the Urbandale Water Utility Standard Specifications rather than to SUDAS; A 2" water service line is required to be copper, if a larger service line is required it should be c900 PVC or Ductile Iron with nitrile gaskets if located within 200' of underground storage tanks; Split the water service line outside the building to separate fire and domestic and valve independently; Place the water connection on the east side of the water main valve, that way if there is ever an issue with the interstate crossing this should prevent an extended water outage at the store. Provide the water connection fee totaling $3,202; Install a fire hydrant between the east end of the building and the access drive off 114th Street, provide a minimum of 5' clear space around the hydrant from landscaping or other potential obstructions, exact location must be approved.

4. Remove the sidewalk along the north side of the property to avoid confusion at a dead end since there are no plans to continue the sidewalk further west; Provide details on sidewalks and ADA compliance; Label sidewalks as 1.5% typical cross slope, 2.0% is the max cross slope allowed; Show turning space and spot elevations for the ADA ramp to 114th Street, sidewalk connection south of the access, and the south run of sidewalk; Clarify if there are ADA ramps at the driveway; typically, the sidewalk cross slope is carried through the access locations and ADA ramps and detectable warnings are not needed. If ADA ramps are installed at the driveway, add a note that the owner will be responsible for maintaining them.

5. Regarding Grading, note that areas within ROW shall be compacted to 0 to 4% of optimum moisture content unless a geotechnical report is provided; The grading for the 4500 114th Street detention basin appears to encroach into the southeast corner of the site and will be impacted by the shown grading. Either avoid modifying this area, or provide updated calculations for the adjacent detention showing the revisions will meet the detention requirements. Provide SWF easement for this area.

6. Add a note to the SWPPP layout that slurry from saw-cutting shall be contained and not allowed to enter storm sewer; Show concrete washout in plan view; 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.

7. Provide a Stormwater Facility Maintenance Agreement for the underground detention basin per the Post Construction Stormwater Ordinance; At the time of
the site as-built, provide signed affidavit that underground detention has been properly installed with the design capacity, the storm water detention facility has been constructed in substantial conformance with the approved plan, and confirming installation of orifice plates.

8. Make the following changes regarding the drainage report: Provide the network layout and node reports from detention model (size, Tc, CN, basin dimensions, basin restrictor, etc.). Show undetained drainage leaving the site on the drainage map and in the model (flow exits site at the driveway). Provide a combined release rate for the entire site in the pre-development and post-development models. For Urbandale pre-developed conditions, the “Meadow” condition should be used. Verify Rainfall Depths. They do not match Table 2B-2.06 in Iowa SUDAS Design Manual. Provide storm sewer and intake calculations including a review of the downstream pipes. Submit Drainage Report to stormwater@urbandale.org; a hard copy is not required.

Mr. Greg Broussard, engineer, was present to answer questions.

Ms. Ralston-Hansen moved, and it was seconded by Galante, to approve the “Casey’s General Store” Site Plan, subject to Staff recommendations. On roll call; Ayes: Ralston-Hansen, Galante, Hatfield, Quinn, Roethler, Racki, Van Heuvelen; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the “Deer Ridge West Park Improvements” Site Plan No. 012-2020-10.00 (14651 Sheridan Ave).

Ms. Bales said this site plan proposes the construction of an approximately 615 square foot building to serve visitors to the Deer Ridge West Park. The structure would include one unisex ADA accessible restroom, a mechanical room, and an attached 470 square foot open air shelter. The building is proposed to be constructed in the central portion of the park, west of the existing playground equipment. This building is identified in the Capital Improvements Program to be constructed in 2020.

The proposed shelter will be accessed from the existing park sidewalk/trail system with connections to Sheridan Avenue, 145th Street and Buena Vista Drive. Sanitary sewer and water service lines will be extended north from Sheridan Avenue to service the building. Proposed landscaping includes seven trees and two shrubs.

Properties adjacent to the park are single-family detached residences in the Deer Ridge West and Allerton Park subdivisions zoned “R-1S” Suburban Density Single Family District.

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. Add address; provide lighting plan (if applicable); confirm with SUDAS standards the minimum pipe size for sewer service; remove NW from all 156th Street and 142nd Street labels; extend project limits to cover connection to water and replacement of street pavement; verify high water elevation line of detention basin and make sure that the proposed improvements are outside of the detention area; add note that slurry from saw-cutting shall be contained and not allowed to enter storm sewer.

2. Meter pits should be located on private property as near as practical to the property line; place curb stop 1 foot from the property line on public right-of-way; verify that water will not be affected by friction loss with this great of a length of 1” copper pipe.

3. Provide bid items and quantities; Estimate Reference Information 2.01: topsoil shall be respread at 8” depth; Estimate Reference Information 7.01: Verify depth and type of pavement. Existing pavement on Sheridan Avenue is 7” non-reinforced. Neither the street nor the trail paving is to be reinforced; Estimate Reference Information 15.04: revise city to Urbandale.

4. Add notes to verify if the water service can be completed without removing of the pavement. The location of the water line will ultimately determine this.; show removals in the trail for utility services or specify boring; Sheet 4, Note 6: Revise city to Urbandale; Sheets 4 and 5: Add length and slope details to sanitary sewer run from S-8 to S-6. Add RIM and FL elevations to all proposed and existing structures. Label all crossings of utilities to show separation. Revise stop box to be in sidewalk on north side of the street per standard practice.

5. Provide detention calculations. Drainage report may be submitted to stormwater@urbandale.org; a hard copy is not necessary.

Mr. Bob Gibson, Civil Design Advantage, and Jan Herke, Parks Director, were present to answer questions.

Mr. Van Heuvelen asked if Mr. Gibson had a comment he wanted to make.

Mr. Gibson said this is pretty straightforward. We’ve gone over the comments by Staff and pretty much already made the changes in all of those. We don’t really have any issues. I have a few questions for Engineering for minor things, but all the comments we were pretty good with. I think it’s all going to work out fine. So I guess I can just answer any questions that you all may have.

Ms. Ralston-Hansen moved and it was seconded by Quinn, to approve the “Deer Ridge West Park Improvements” Site Plan. On roll call; Ayes: Ralston-Hansen, Quinn, Hatfield, Galante, Roethler, Racki, Van Heuvelen; Nays: none. Passes: none. Motion carried.
The next item on the agenda was the "Murphy Park Improvements" Site Plan No. 012-2020-11.00 (3219 68th Street).

Ms. Bales said this site plan proposes the construction of an approximately 840 square foot building to serve visitors to Murphy Park. The structure would include one unisex ADA accessible restroom, a mechanical room, and an attached 693 square foot open air shelter. The building is proposed to be constructed where the current gazebo is located along the southern property line. This building is identified in the Capital Improvements Program to be constructed in 2020.

The proposed shelter will be accessed from the existing park parking lot and sidewalk/trail system. A section of new 6’ sidewalk will also be installed connecting the parking lot to the proposed building. Sanitary sewer and water service lines will be extended north from 67th Street to service the building. Proposed landscaping includes four trees and three shrubs.

The proposed shelter will set back at least 25 feet from the southern and western property lines. Properties adjacent to the park are primarily zoned “R-1S” Suburban Density Single Family District and one adjacent lot is zoned “R-2” Townhouse Residential District. Single-family detached and attached structures are the adjacent land uses.

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. Add address; provide lighting plan (if applicable); obtain a demolition permit for the gazebo; stripe all parking stalls (including one ADA van accessible space) and provide ADA signage; confirm with SUDAS standards the minimum pipe size for sewer service;

2. Meter pits should be located on private property as near as practical to the property line; place curb stop 1 foot from the property line on public right-of-way;

3. Add note that slurry from saw-cutting shall be contained and not allowed to enter storm sewer; provide bid items and quantities; Estimate Reference Information 2.01: topsoil shall be respread at 8” depth; Estimate Reference Information 7.01: We do not require trail paving to be reinforced; Estimate Reference Information 15.04: change city to Urbandale; provide details on boulder wall; Sheet 5, Note 6: Revise city to Urbandale; Sheet 4: Add a street label for 67th Street. Can the connections at S-2 and S-1 be made without removing street pavement or the nearby sidewalk ramps? Add a drop connection at S-1 for the service.
4. Verify sidewalk design. The connection to the parking lot is close to the maximum slope, and the curve north of the boulder wall exceeds the maximum. South of the building, the radius from 144.55 to 144.29 exceeds 5%; consider extending the sidewalk from its current terminus at the 67th Street and connecting to the proposed 6’ sidewalk.

5. Provide detention calculations. Drainage report may be submitted to stormwater@urbandale.org; a hard copy is not necessary.

Ms. Jan Herke, Parks Director, said part of the 2018 Parks Recreation and Open Space Master Plan, one of the top priorities from residents in their input was for restrooms with flushable toilets, and water fountains and open shelters. So, we’re doing the trifecta with both of these projects.

Mr. Bob Gibson said everything is looking fine with Staff comments, just a couple of things I want to discuss with Engineering, but other than that, I’ll be happy to answer any questions you may have.

Mr. Van Heuvelen said I know this comment was on the last one as well, but I’m just curious, do you want to explain “the meter pit should be located on private property”, why are they on private property?

Mr. Gibson said that’s one of the things I need to discuss because there is no private property here. I think that’s a boiler plate comment, but you’ve got your public right-of-way at the street, which is public. But the park is also public property, so there’s no distinction. The City of Urbandale owns it all. So that’s just something I need to clarify with Staff.

Ms. Bales said that’s a comment from the Water Utility, so I think I wrote it the way they provided the comment. We’ll check with Water to see if they want to change that. I’ll try to get that clarified before the Council meeting.

Mr. Hatfield said I wanted to say to Ms. Herke that she does a great job. I’m not sure we publicly recognize her enough for all of her efforts. We have a lot of parks and they’re in good/excellent condition, so thanks for that!

Ms. Herke said I have to give all of the credit to my staff. I just get to be in these meetings. They do all the hard work!

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

Regarding Staff reports, Ms. Bales said I have a quick question for Ms. Ralston-Hansen.
I think you were having video trouble when we were voting on the minutes from the last meeting and I saw your thumbs up but I just wanted to confirm that you’re a “yes” vote for approval of the minutes.

Ms. Ralston-Hansen said yes, I found my voice.

Ms. Bales said we will have your next two meetings. On July 20, those two cases that you’ll see on your agenda, one is for a final plat for residential. The other one is the next steps in our Parks and Public Works Facility. This is the main building and the salt storage building. That’s coming for the site plan. Then I think on August 3, we have already four cases lined up, because today’s the deadline and they’ve been rolling in. I’ll take any questions you may have, otherwise I’ll turn it back over to Mr. Van Heuvelen.

Mr. Hatfield asked did Dave McKay come up with some creative ways to make the salt storage building look a little nicer?

Ms. Bales said I have not seen the building elevations yet but the metal product was not approved. The primary building will look somewhat similar, if you’ve drive on Hickman past our new building for the primary public works facility, that precast concrete walls with kind of etched slant diagonal lines in them, they’re going to use that same product at the main facility. But the building elevations just came in today but I haven’t had a chance to look at them yet. So, yes, he went back to the drawing board.

Mr. Van Heuvelen asked are you still keeping busy, a lot of building permits?

Ms. Bales said yes, actually we have been keeping busy. With people at home, they’re thinking now is the time to do my fence, my deck, and the kids need a pool. So we’ve continued to review building permits all throughout COVID-19 and June was a pretty big month. So yes, we’re still going. City Hall has been closed to the public, in case you hadn’t heard, that decision was made last Tuesday. But we’re still available for on-line meetings, drop-offs, that sort of thing.

Mr. Van Heuvelen said and for the foreseeable future, you plan on having the doors closed?

Ms. Bales said yes, we’re closed until further notice.

The meeting adjourned at 5:55 p.m.