

URBANDALE PLANNING AND ZONING COMMISSION MINUTES

March 10, 2025

The Urbandale Planning & Zoning Commission met in regular session on Monday, March 10, 2025. Chairperson Jackie Nickolaus called the meeting to order at 5:30 p.m. Ms. Nickolaus said the March 10, 2025, 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 Aaron Smith, Jeff Hatfield, Josh Heggen, Jackie Nickolaus, Judy Ralston-Hansen, Joan Racki, Adam Tillgren, and Wayne Van Heuvelen. Staff members present were Kristi Bales, Assistant Director of Community Development 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. We ask that each person addressing the Commission please unmute your microphone when prompted to do so by the Commission Chair and state your 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 turn off any cell phones you may be carrying or at a minimum set them to silent or vibrate.

The first item on the agenda was approval of the February 10, 2025, meeting minutes. Ms. Racki moved, and it was seconded by Smith, to approve the February 10, 2025, meeting minutes. On roll call; Ayes: Racki, Smith, Heggen, Hatfield, Nickolaus, Ralston-Hansen, Tillgren; Passes: Van Heuvelen; Nays: none. Motion carried.

The next item on the agenda was the "Bentley Ridge Townhomes Plat 1" Final Plat (172nd Street and Springbrook Trail).

Ms. Bales said this final plat pertains to 6.67 acres of the overall 137.64-acre "Bentley Ridge" development. This 6.67-acre parcel is currently platted as Outlot Y of Bentley Ridge Plat 1. The overall Bentley Ridge development is at the southwest corner of Waterford Road and 170th Street. On May 4, 2021, the City Council approved the Bentley Ridge rezoning of the property from "A-1" Agricultural Reserve District to "PUD"

Planned Unit Development District. The City Council approved the overall Bentley Ridge Preliminary Plat on December 28, 2021. The City Council approved the preliminary plat and site plan for this townhome project on December 17, 2024.

This plat is designated as "Parcel C" in the PUD Master Plan. This plat has approximately 510 feet of frontage along Springbrook Trail. While the plat also has frontage along the future westerly extension of Waterford Road, no access will be allowed this future roadway. The proposed townhome development will be served primarily with private streets with 5-foot sidewalks on both sides of the street. Three lots will have direct access onto Springbrook Trail, which is a public street.

This final plat proposes 19 single-family residential lots, 18 of which are attached townhomes (2-plexes) and one is a stand-alone townhome. The individual townhome lots are mostly 51 feet wide and 68 feet deep (3,468 square feet). The front yard setback is 25 feet from the right-of-way or back of curb, depending on whether the street is public or private. The minimum separation between buildings is 10 feet.

As part of the overall project development, this plat will access a new 12" water main and a new 8" sanitary sewer main along Springbrook Trail. The approximately northern 250 feet of the plat is part of the detention basin system for the overall Bentley Ridge development.

Common parking spaces, in addition to that available in individual driveways, are required at a rate of one space per three units and for this plat will require 7 parking spaces (1 of which must be ADA van accessible). Sidewalk connections will also be extended to and along Springbrook Trail. The parkland dedication was part of the overall Bentley Ridge development. The project also includes screening of the large detention basin and internal landscaping as required. A 20-foot landscape buffer along a portion of the western plat boundary was previously recorded and will have landscaping installed with this site plan in addition to the existing trees being retained.

This plat is adjacent on the west, south, and east to the same PUD Master Plan. Property directly to the north of this plat (across the future extension of Waterford Road) is within unincorporated Dallas County. This property is located in the Waukee School District.

Ms. Bales 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 (including addendum to the Stormwater Facility Maintenance Agreement recorded with Plat 1 (Book 2023, Page 15488)); pay sanitary sewer fee of \$39,960.41 (if paid by June 30, 2025); provide surety for internal sidewalks in the amount of \$8,484; private street/ADA/no parking signs to be installed by developer prior to release of final plat; all inspection fees are to be

paid before the final plat is recorded; provide draft of covenants to include HOA maintenance of streets, drainage tile lines, landscaping, easement for gas/electric line (if applicable), and provision for the optional participation in the private fire hydrant maintenance program available through the Urbandale Water Utility; provide a Hold Harmless Agreement for City garbage collection services (to be provided by Dept. of Public Works)

2. Sheet 1: add note: "No fences are allowed within the street setback along Springbrook Trail"; existing 50' landscape buffer easement along Future Waterford Road should also be called out as a temporary construction easement; label private streets located within the plat as (Private); Sheet 2: Label easement on Lot 13; provide on- and off-site Easement Descriptions. Easements will be reviewed in more depth with the descriptions and after construction is complete.
3. An As-Built Survey is required per the City Subdivision Ordinance. Provide updated individual grading plans showing as-built elevations, easements, field tile lines, 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; a hard copy is not necessary; provide an 11x17 Tile Map layout of found field tiles; the capacity of the detention basin will need to be re-verified at the time of final basin clean-out and SWFMA transfer; Elevation Exhibit was received. The Elevation Exhibit will need to be updated after as-built.

Mr. Dean Roghair, Civil Design Advantage, 4121 NW Urbandale Drive, was present to represent this final plat and answer any questions.

Ms. Nickolaus asked if they had any problems with the Staff recommendations.

Mr. Roghair said no.

Mr. Heggen moved and it was seconded by Ralston-Hansen to approve the "Bentley Ridge Townhomes Plat 1" Final Plat, subject to staff recommendations. On roll call; Ayes: Heggen, Ralston-Hansen, Smith, Hatfield, Racki, Tillgren, Van Heuvelen, Nickolaus; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the "Biltmore West Plat 3" Final Plat (180th Street and Hickory Drive).

Ms. Bales said this final plat pertains to 23.19 acres of the "Biltmore West" development located approximately 2,700 feet west of the intersection of 170th Street and Meredith Drive, on the north side of Meredith Drive. In July 2016, the City Council approved a rezoning of the property from "A-1" Agricultural Reserve District to "P.U.D." Planned Unit

Development District. This development is regulated by the “Waukee Land Development” P.U.D. Master Plan Standards. The City Council approved the overall Preliminary Plat for this development on March 27, 2018. The City Council approved the Plat 1 Final Plat on October 19, 2021 and approved the Plat 2 Final Plat on September 20, 2022.

This overall development has approximately 1,320 feet of frontage along Meredith Drive with one full movement access and one right-in/right-out access onto Meredith Drive which were constructed with Plat 1. The overall plat will have three future street connections to the east, two future connections to the north, and three future connections to the west to serve future residential development. The plat has one north-south street that will serve as collector streets where the 35-foot front yard building setback will be required and all other streets will have a 30-foot front yard setback.

This final plat for Plat 3 proposes 83 detached single-family residential lots. The P.U.D. Master Plan allows for the approximately southern 1,100 feet to be developed as lots with a minimum 70' width, minimum 8,750 square feet with 8-foot side yards and the approximately northern 1,540 feet to be developed as lots with a minimum of 65' width, minimum 8,125 square feet with 5-foot side yards. Plat 3 is all within the northern portion of the development. A voluntary payment for parkland infrastructure will be provided in lieu of a land dedication.

Plat 3 is bordered on the north by property regulated by the “Bentley Ridge” P.U.D. Master Plan. To the west is vacant property zoned “A-1” Agricultural Reserve District. To the east is property regulated by the “Mallard Prairie” P.U.D. Master Plan. To the south are Plat 1 and Plat 2 of the same Biltmore West development. The property is located in the Waukee School District and drains primarily to the south, eventually into Little Walnut Creek.

Ms. Bales said Staff recommends approval of the 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 (street deed, SWFMA addendum to include Plat 3, spillway-dam maintenance agreement addendum to include Plat 3, etc.); pay sanitary sewer fee of \$151,232.37 (if paid by June 30, 2025); provide surety for internal sidewalks in the amount of \$37,093; pay street sign fee of \$920; pay voluntary parkland dedication fee of \$94,149.26 (prorated amount for 83 of the 201 total lots); all inspection fees are to be paid before the final plat is recorded;
2. Add addresses (provided by Comm. Dev. Dept.); label Sharon Drive (east-west street south of Biltmore West Plat 3).

3. Provide Easement Descriptions; show all existing easements. Show existing Outlot "X" Biltmore West Plat 1 Surface Water Flowage Easement and existing storm sewer easement in Outlot "X" Biltmore West Plat 1; provide off-site water main easements for two locations on north side from construction drawings. Construction is ongoing; all easements will be reviewed again when construction is complete.
4. Elevation Exhibit: insert addresses; MOEs will be reviewed for compliance after as built grading has been provided to the City.
5. Provide an 11x17 Tile Map layout of found field tiles; an As-Built Survey is required per the City Subdivision Ordinance. Provide updated individual grading plans showing as-built elevations, easements, field tile lines, 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; a hard copy is not necessary.

Mr. Brent Culp, engineer with Snyder & Associates, 2727 SW Snyder Blvd., Ankeny, was present to answer any questions.

Mr. Heggen asked what is the little bump-out?

Ms. Bales said it's a detention basin. It was platted in an earlier plat as part of their overall system. It is part of the Biltmore West development but it was already platted as an outlot because it's unbuildable.

Mr. Heggen asked that road to the east, will that connect to the north then?

Ms. Bales said no. Hickory Drive is the east-west street here. There will be a break in Hickory. It has kind of an eyebrow that will go south, so it won't go through.

Mr. Heggen asked how about the road heading north there?

Ms. Bales said this road will connect to the north, and this one will too. There are two roads that connect to the north. The red lines are preliminary plat layers. You'll see there's one street connection here and then the other street connection is on the east side of the basin over here. So two street connections to the north, two street connections, one east and one west.

Ms. Ralston-Hansen asked what is the street to the north, that's across the north? Is that Meredith?

Ms. Bales said no, actually Meredith is down here. Their main access points are from Meredith. The future street to the north will be Waterford, however it gets extended. Although with the big creek, there's no expectation that there's going to be a street north-south shot. But we will have it tie into the neighborhood to the north.

Mr. Van Heuvelen said I noticed that item 5 mentioned the field tiles. Are we anticipating a problem there? Is this unusual?

Ms. Bales said that is one of our more standard comments, where when they're out in the field and if they find something, we want them to log it and document it because of past problems. We want to know how they're tying into sewer systems or how they've addressed it. So it's a fairly standard comment for the construction crew to document when they find them.

Ms. Ralston-Hansen asked are there any concerns with the Staff recommendations or suggestions?

Mr. Culp said no, they're all good.

Ms. Ralston-Hansen moved, and it was seconded by Racki, to approve "Biltmore West Plat 3" Final Plat, subject to Staff recommendations. On roll call; Ayes: Ralston-Hansen, Racki, Smith, Hatfield, Heggen, Tillgren, Van Heuvelen, Nickolaus; Nays; none. Passes: none. Motion carried.

The next item on the agenda was the "Walnut Hills Elementary 2025 Site Improvements" Site Plan No. 012-2003-16.01 (4240 156th Street).

Ms. Bales said this site plan pertains to the Walnut Hills Elementary School, located on the west side of 156th Street, about 2,000 feet south of Meredith Drive. The property has approximately 400 feet of frontage 156th Street.

The original site plan for this property was approved by the City Council on November 25, 2003. The property is zoned "PUD" Planned Unit Development District and is subject to the Walnut Hills Elementary School PUD Master Plan. The property has two existing access points onto 156th Street that will remain in the same configuration.

This site plan proposes reconfiguring and repaving the northern driveway and adding four parking stalls. The proposed driveway is 24 feet in width, with a 10-foot wide bus parking space, plus a 12-foot wide sidewalk. The site plan also proposes replacing the rock beds with sod and reconstructing the existing playground area on the west side of the building. No building construction is proposed with this site plan.

The PUD Master Plan requires a 30-foot landscape setback from all property lines, in addition to other parking lot screening with a combination of berms and shrubs. The proposed driveway with parking and sidewalk appears to encroach in this setback.

There are additional requirements in the PUD Master Plan related to minimum parking spaces, sidewalk connections, and right-of-way dedication that were met during the original review and approval process of the site plan and are not affected by this project.

The property is designated as “Public/Semi-Public” in the “Forward Urbandale Comprehensive Plan” and this project is in conformance with that designation. Single-family residences adjacent to the south, west, and north are zoned P.U.D. Single-family parcels along 156th Street are zoned “R1L” Low Density Single Family District

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

1. Property is entirely outlots and must be platted. Provide easements for sanitary sewer and storm water management facilities; provide a Stormwater Facility Maintenance Agreement for Basins B and C per the Post Construction Stormwater Ordinance. Include either an exhibit or clearly shown easement area with metes and bounds on the site plan.
2. Revise driveway width/location as needed to meet the 30-foot landscape setback along all property lines; label setback dimension between drive aisle and property lines;
3. Building Department: A building permit is required for new stoops at sidewalk.
4. Water Utility:
 - a. Sheet C0.1 revise applicable notes from City of Urbandale to Urbandale Water Utility (e.g. Note 10, Note 12);
 - b. Sheet C4.2 is missing two valves (one at north entrance and one and just west of service line) – see diagram sent separately;
 - c. Sheet C4.2/5.2 – revise conflicting callouts on what appears to be stop signs in the 156th Street right-of-way
 - d. Include Urbandale Water Utility standard details for hydrant (drawing f), trace wire (drawing j), and thrust blocks (drawing b) from Utility’s specifications;
 - e. Sheet C4.2 – can this hydrant be installed without bends (preferred? Or, a lesser degree such as 22.5 or 11.25?
5. Sheets C5.1 and 5.2: there are several missing plantings from the original site plan approval. Add Planting Schedule showing trees to be replanted (especially on the north and northwest sides of the building). For those that cannot be replanted because of this project – show relocation; including in planting schedule a minimum height for plantings (8’ overstory, 5’ understory/evergreen, and 18” shrubs);

6. Clarify what utilities and services are existing vs. proposed on all sheets; C.01: add notes and linework related to phasing of this project; provide PDF of soils report referenced in Paving Note #2; C1.1: Label tree protection linework in plan view and provide legend on Demolition Sheet (or label every hatch type);
7. C2.2:
 - A. Dimension proposed parking stall widths.
 - B. Dimension loop pavement width.
 - C. Dimension sidewalk tie-in width of sidewalk stubs to tie to existing features (i.e. where the proposed sidewalk ties to the stoop at the existing overhang.
 - D. Recommend differentiating hatching patterns/shades for the various sidewalk thicknesses.
 - E. Label existing detention and storm water easement.
 - F. Callout for Detail 5/C6.1 shows a 6" PCC walk on the detail page, and calls out 5" on C2.2
 - G. Update sidewalk tie-in along 156th street to avoid acute pavement angles. Provide landing space at connection point.
8. C3.2:
 - A. provide proposed spot elevations or indicate to "match existing" where proposed sidewalk ties to existing stoops
 - B. any grading in Surface Water Flowage Easement at north end of site will require verification that detention volumes are met;
9. C4.1: provide details for raising intake walls for the existing intake; C4.2: label subdrain fittings and cleanouts, revise label for water hydrant relocation "Per Urbandale Water Utility Standards", and provide elevation of core drill to intake; C6.1: review all labels on this sheet and plan sheets for correct detail references and in Detail 5, provide grade line depiction; C7.1: Update Silt Fence (Typ.) leader label northwest of school to point to silt fence.
10. Sheets E0.0, E0.2 and E6.1 – remove "NW" from title block; no further comments on the photometric plan which utilizes a full cutoff light on the wall packs and pole lights and all pole lights will be no more than 28 feet in height (pole plus concrete base).
11. 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;
12. Drainage Report: Submit Drainage Report to stormwater@urbandale.org; a hard copy is not required.
 - A. Clearly label basins in appendix.

B. Verification of both Basin C and D is required. If grading takes place within the Basin A easement Basin A will also need to be verified

Ms. Bales said there is one that's related to a landscape setback, that 30-foot landscape setback. The first site plan on your left didn't quite meet it in a couple of places. They've re-designed that and taken a look, and they can meet that. So that conversation might be touched upon, but I think they've got a plan that works and meets the original language of the PUD master plan.

Mr. Joel Jackson, Bishop Engineering, 3501 104th Street, Urbandale, and Kirk Johnson, chief operating officer with Waukee Schools, were present to answer any questions.

Ms. Racki said outlots need to be platted for site improvements for a school?

Ms. Bales said we're not really sure on the history, but if you click on the legal description for this, it's outlots. There's actually a final plat on file with us that we saw, we know which engineering firm did it, but it was never finalized. So what we want to do is get that platted. You'll see it come back through as a final plat so that these outlots that you see on this screen go away and just becomes one platted lot.

Ms. Racki said that's very helpful because the description sounded like you were going to plat it and not clean it up platted.

Ms. Bales said we don't allow buildings on outlots, and so your question should be, if there's a building, why isn't there a buildable lot? I don't know the history but we're going to clean it up in 2025.

Ms. Nickolaus asked are you fine with all the staff recommendations?

Mr. Johnson and Mr. Jackson indicated that they were.

Mr. Smith moved, and it was seconded by Hatfield, to approve the "Walnut Hills Elementary School Site Improvements" Site Plan, subject to Staff recommendations. On roll call; Ayes: Smith, Hatfield, Heggen, Ralston-Hansen, Racki, Tillgren, Van Heuvelen, Nickolaus; Nays; none. Passes: none. Motion carried.

Regarding Staff reports, Ms. Bales said we will have your meeting on March 24. There will be three final plats, all in the Magnolia development, near the new Waukee Elementary School. And then we'll have two parks projects. One is at the Dunlap Park and Arboretum. They're going to put in a flushable facility. And the other one is the open-air shelter at Walker-Johnston. That's the shelter by the Police Department. They're going to demolish that and rebuild something new. We're going to run both shelter projects through Planning and Zoning Commission, like we normally do. So we will have your meeting in two weeks.

You may have seen my note about why we're not talking about Zoning Code amendments because of State legislation. We talked about it, we had a great conversation about it on February 10. But then on Tuesday and Wednesday we got two different emails. One is a bill for requiring all communities in the State of Iowa to have provisions for accessory dwelling units, so requiring accessory dwelling units everywhere. That language isn't quite matching up with some of our language, and so what we don't want to do is put stuff in front of you, have you go through the public hearing process and then days later, having it be voided and having to come back. So, we're just going to see what goes through. That has gone through the House and the Senate recommending approval. So that language is why we put a pin in that one. It went through committee vote 16-1 passing it, and that was on March 5. Since that is just last week, we're just going to see.

The other bill that came through was related to landscaping requirements and prohibiting cities from requiring materials and plantings or aesthetic methods. We don't know what that means. That vote was taken on March 4. So we're not talking about zoning codes because we have to wait for some decisions at the State level.

They're in the process of setting the open house for the Downtown Urbandale Neighborhood Master Plan. I will get that date to you once I see the official notice.

The meeting adjourned at 5:50 p.m.