

URBANDALE PLANNING AND ZONING COMMISSION MINUTES

May 28, 2024

The Urbandale Planning & Zoning Commission met in regular session on Tuesday, May 28, 2024. Chairperson Aaron Smith called the meeting to order at 5:30 p.m.

Mr. Smith said the May 28, 2024, 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, Jackie Nickolaus Juile Roethler, Aaron Smith, Joan Racki, Marcus Galante, and Wayne Van Heuvelen. Staff members present were Steve Franklin, 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 May 13, 2024, meeting minutes. Mr. Hatfield moved, and it was seconded by Racki, to approve the May 13, 2024, meeting minutes. On roll call; Ayes: Hatfield, Racki, Van Heuvelen, Smith; Nays: none. Passes: Roethler, Nickolaus, Galante. Motion carried.

The next item on the agenda was the “U-Haul” Site Plan No. 012-2024-04.00 (4880 and 4890 NW Urbandale Drive).

Mr. Franklin said this site plan proposes the construction of two storage buildings on Lots 1 and 2 of the “Urbandale Marketplace III Plat 3”, addressed locally as 4880 and 4890 NW Urbandale Drive. Lot 1 is 1.46 acres in size and Lot 2 is 3.0 acres in size. The properties are accessed by an existing private internal drive from NW Urbandale Drive to Meredith Drive. The lots have no direct frontage or access onto either of these public streets. The properties are vacant.

The City Council approved an amendment to the Urbandale Marketplace III P.U.D. on January 2, 2024 to allow “Mini-storage” as a permitted use, increase the Floor Area Ratio from 0.5 to 1.10, and modify the signage and building material requirements.

The eastern building is three-stories in height with a total of 117,115 square feet (a 39,038 square foot building footprint). The building is primarily 39.3 feet in height, with an architectural parapet extending to 41.7 feet in height. This building will be the climate-controlled, mini-storage facility, and will include various sizes of self-storage units accessed from the building interior along with a U-Haul retail showroom. A variety of items, including cartons, tape, and sustainable packing materials would be available for purchase in the ‘Showroom’ provided on the 1st floor of the three-story building. There are five overhead doors on the south side of the building (facing Meredith Drive) for interior access into the facility.

The western building is one story tall but almost 45 feet in height. This western building will not be accessible to the general public and will house the transfer and storage operations of U-Haul’s U-Box program. There is one dock door on the south side of the building.

Both buildings are comprised of primarily brick along with precast concrete panels and split faced concrete block, and must be in substantial conformance with the building elevations submitted with the P.U.D. Amendment request on November 6, 2023. It should be noted that orange-colored doors opening to storage units on the interior of the three-story eastern building, visible through the exterior glass in some locations, shall be strictly prohibited in this Urbandale location.

The site plan shows 15 parking spaces to serve the limited retail and other various operations, and a designated outdoor rental truck and trailer parking area in the central portion of the parking lot between the two buildings. Additional parking spaces will be required to be constructed if the Zoning Administrator finds a parking problem to exist as evidenced by parking spilling over into nearby properties or streets, or vehicles parked in circulation aisles, loading spaces, landscape areas, or other locations not designed or designated for parking.

No outdoor storage of any products or materials is allowed other than rental trucks and trailers which shall be parked in the designated location at all times and screened from adjacent streets and properties.

A minimum of 15% of the lot area is required to be maintained as open space and a minimum of 5% of the parking lot area is required to be landscaped. Trees and shrubs are to be provided at a minimum ratio of two trees and six shrubs for every 2,500 square feet of required open space. A continuous row of shrubs is shown, as required, along the parking spaces visible from the private internal drives in order to screen the lower portions of parked vehicles. Landscaping is also required to screen the large off-site basin shown along the southern property line.

Adjacent to the north, east, and south are properties all within the same "Urbandale Marketplace III" P.U.D. Master Plan. To the west, across the railroad tracks, are properties in the "M-2" Business Park Industrial zone district. In general, the property drains to the east and eventually runs into North Walnut Creek. The property is located in the Johnston School District.

Mr. Franklin said Staff recommends approval, subject to requiring the developer to:

1. Separate permits required for signage to be submitted in accordance with PUD Master Plan; show dumpster locations or add note that dumpsters will be located inside the buildings; provide easement description for off-site detention basin (show metes and bounds on site plan); convert to Urbandale datum; provide building elevations of nighttime views.
2. Photometric Plan: extend photometric measurements to the property line; revise light fixtures on the north side of both buildings as the readings are too high at the property line; under canopy fixtures (K/KE) to either be flush or shielded;
3. Fire Department: proposed new hydrant on the south side of the lot needs to be moved about 200' to the east. The hydrant also needs to be no more than 5' south of the curb; provide a minimum of 5' clear space around hydrants from landscape or other potential obstructions;
4. Water Utility: Sheet C.101 – Change UWU contact name to Neil Weiss (nweiss@urbandalewater.org); Sheet C.200 – fire and domestic line to tee outside of build; add detail and add hydrant (sent separately); pay water connection fee of \$8,494.38 at time of building permit;
5. Building Department: Sanitary sewer service lines must be 6" (see notes E and D); Note D is floating in middle of truck parking (west side of east building); sanitary sewer service line needs cleanout each 100 feet (both buildings); sanitary sewer service on east building seems to overshoot stub into building;

provide dimension from western property line to closest corner of the western building.

6. Specify 2024 SUDAS edition and include Urbandale Water Utility Specifications. Value Engineering note on Sheet C.101 does not refer to a SUDAS specification section; revise elevations to City of Urbandale datum on all plan sheets; update Utility contacts: City of Urbandale: Shion Thomas 515-251-1643 and Urbandale Water Utility: Neil Weiss 515-331-6842; verify spelling of owner of record; provide offsite grading easement if work extends to adjacent property (including erosion control); provide a Surface Water Flowage Easement to contain the proposed detention pond.
7. C.101: Revise note for “typical” water main cover to be “minimum depth of cover”
8. C.110
 - a. Modify callout for “Proposed (Now Existing) Easement” to “Existing Easement”
 - b. Provide book and Page for all existing easements. Label Sanitary Sewer easement as existing.
 - c. The southern 10’ easement is not shown at the Book Page reference. Label type of easement.
 - d. Label east-west PCC Access Drive as such: “Access Drive”.
 - e. Add note that all slurry from wet-sawing of concrete must be contained.
 - f. Several of the found property corners have dimensions after them, callout what that means.
 - g. Provide opening elevations of the far west intake.
 - h. add label for access easement recorded in Book 19118, Page 637;
9. C.200 (Layout and Utility) – consider separating the layout and utility sheets due to difficulty to read:
 - a. Construction note C: Construction of water items shall be per Urbandale Water Utility specifications.
 - b. Construction Note F: Revise to coordinate electrical service with MidAmerican
 - c. Construction Note K: Update to 10” line.
 - d. Detail 7: Revise label to “Concrete Wheel Stop” to match detail name.
 - e. Update sidewalk thickness callouts to match between this sheet and detail 3 C.500
 - f. Add and depict sidewalk ramps where the proposed drive ties to Private Access Road.
 - g. Provide ramp for sidewalk northwest of the main building.

- h. Label proposed inverts of sanitary sewer services. Provide cleanouts at all bends and every 100'. Service bends are obscured by text. Remove extra D callout west of main building.
 - i. Provide proposed inverts on proposed storm sewer pipes including all connections. Callout adjustment and grate for existing MH-101.
 - j. Label proposed water main fittings and appurtenances. Verify location of service prior to site plan approval. (revise label that says "contractor to verify water main location in relation to building").
 - k. Update Detention Pond label to match SWMP.
 - l. Update INT-100 leader label to match between SWMP and details. SWMP is currently calling out a perforated riser.
 - m. Provide critical crossing information.
 - n. Provide curb around entire paving perimeter. Replace curb cuts for drainage with intakes and storm sewer.
10. Sheet C.200: provide off-site easement for basin and show boundary dimensions; provide dimension from western property line to closest corner of the western building; complete sidewalk/street crossings at northwest and northeast corners of eastern building; provide details of sidewalk/driveway crossings;
11. C.300 (Grading)
- a. Update grading to provide 2% fall to low points, including in detention basins.
 - b. Provide flume in detention basin.
 - c. Provide scale for loading dock detail.
 - d. Label proposed and existing contours along the western edge of site. Update proposed contours to tie to existing contours around the detention basin.
 - e. Label 100-year water surface elevation of the proposed detention basin. Provide spot elevations for overflows and top of berm on the detention basin. Update the top of the detention basin berm to be a minimum of 6 feet wide per SUDAS.
 - f. Provide overflow elevations for low point west of the western building.
 - g. Show sidewalk crossing of the east driveway.
 - h. Provide perpendicular curb ramp for crossing to the east at northeast corner of site.
 - i. Label high point of retaining Wall in northwest corner. Retaining wall will need to be set back at least 1x the height from the property line. Evaluate necessity of wall as it is only 0.1' high.
12. C.310
- a. Provide temporary standpipe in the detention areas during construction.
 - b. Update references to compost sock to an approved SUDAS practice.
 - c. Provide details for construction entrance.
 - d. Provide erosion protection around the proposed detention basin.

13. Sheet C.400: Provide additional coniferous trees along the south curb line to effectively screen a) the overhead doors on the eastern building, and b) the rental truck and trailer area between the two buildings; provide additional plantings to screen the south side of detention basin; separate basin planting schedules from the on-site planting schedule; provide planting calculations for minimum open space requirement; show utility structures and pipes;
14. C.501: Provide detail for outlet structure per SWMP, update curb ramp detail per Urbandale Supplemental Specifications. Sidewalks shall be 5' wide, and update driveway detail per Urbandale Supplemental Specifications; C.503 and 504: use proposed SUDAS joints, we recommend avoiding duplicating SUDAS standards in plan sets.
15. Provide a Stormwater Facility Maintenance Agreement for the detention basins per the Post Construction Stormwater Ordinance. Include either an exhibit or clearly shown easement area with metes and bounds on the site plan; at the time of the site as-built, provide signed calculations showing basin volume calculations by the contour-area method, and provide a signed affidavit that the storm water detention facility has been constructed in substantial conformance with the approved plan and confirming installation of orifice plates; 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.
16. Stormwater Management Plan:
 - a. Based on the Stormwater report dated July 13, 2006, from McClure Engineering Company, the detention for this area is provided in the basin at the north end of what is now Urbandale Marketplace Plat 2. This detention assumed a developed $C=0.80$. Due to restrictions on the Target parcel, the detention basin in Urbandale Marketplace III Plat 3 is restricted to a 100-year release rate of 22.4 cfs. A copy of the drainage report is available. Update the narrative to reflect this information. Provide calculations using current rainfall rates for the existing detention to show that this allowable release rate is not exceeded. Analysis should include all areas flowing to existing Pond #2 to verify release rates are not exceeded. The July 13, 2006, report from McClure indicates roughly 9.85 acres draining to Pond #2.
 - b. Update elevations to Urbandale Datum.
 - c. Include pond release of Pond A in Table 2 or add additional table showing release rates.
 - d. Provide storm sewer drainage area map and storm sewer calculations for proposed storm sewer pipes, including any offsite flows to this site.
 - e. Provide existing condition modelling calculations associated with Table 1.

- f. SWMP Page 43 Culvert/Orifice Structure does not agree with plan set outlet control structure. Update accordingly.
- g. A minimum time of concentration of 15 minutes may be used for stormwater modeling.

Ms. Roethler said I think I read language in there saying that on the interior, you are not allowing orange doors. It stuck out to me because I don't think I had read anything described before about the interior of a building, that it was because it was visible from a window. So I was just curious, what colors ARE allowed?

Mr. Franklin said I don't know if we know what colors they're going to be. We can certainly have them address that. That concern came from the mayor and Council at the public hearing for the P.U.D. amendment. They made it very clear that in this particular location, they do not want to see those orange doors on the interior. And that's been communicated to U-Haul a couple of different times. It is a little bit different than what you see in a lot of locations. U-Haul's been great to work with. When we started conversations with them several months ago about typically what they do, we made it clear that in Urbandale, we've got some certain things that we don't want to allow them to do. We did concede a little bit on signage being higher than what we typically allow, and some of the building materials. But we made it clear that the orange color is just something that the mayor and Council specifically voiced that they didn't want to see, so I stuck that in the report.

Mr. Van Heuvelen said we're going to allow 15 parking spaces, and if there are problems, we're going to ask them to add more parking spaces. Where is the reserve land for the potential additional parking spaces?

Mr. Franklin said they have so much open space in here. I think there's probably some spaces and if one of you wants to address where you would put more parking spaces, you can certainly do that. They've got enough open space. They've got this storage area here for truck and trailer rentals, that's something that could probably be reconfigured. There's a hatched area where you might be able to sneak another space in there. There are enough spaces, I've been doing this long enough with the dimensions of that paved area, I don't think there would be a problem putting a handful more parking spaces in there if we determine they need them. Again, we're going to trust them with their business plan. They do this all over the country. If they think 15 spaces will suffice, I think we trust them initially on that.

Mr. Hatfield asked are they allowed to park trucks outside overnight and for long periods of time?

Mr. Franklin said yes. The only outdoor storage that they are going to be allowed to have in this location are those trucks and trailers that are for rent, and they do need to be contained to this designated area right there. They would be allowed to have those

out overnight, yes. That's an integral part of what they do, so that's one of the concessions that we made.

Mr. Galante said so no outdoor storage of products or materials is allowed, other than the rental trucks and trailers. What about waste, pallets and stuff like that?

Mr. Franklin said generally that's something that we would not want to see. He asked if they were going to have a dumpster enclosure anywhere.

Ms. Nicki Newton, MCP for U-Haul, 6310 Douglas Avenue, Urbandale, said we do have our own enclosure, which is inside of the building that we have our normal trash cans in. And we do have room and area for pallets and deliveries, stuff like that. Our pallets are picked up by the people who deliver our stuff, too, so it's an in and out process with that.

Mr. Smith said there are several Staff recommendations. Is everything else okay and agreeable, as far as what the City has recommended?

Ms. Newton said yes, everything seemed fine when we went through our meeting this morning about everything, as well.

Mr. Galante asked is it just the U-Box program, or is this a traditional U-Haul, as well? Do you do hitches and stuff like that?

Ms. Newton said it is, yes.

Mr. Franklin said the U-Box buildings are fairly new, aren't they?

Ms. Newton said they are, it's something the store started putting up a few years back.

Mr. Franklin said you see the pods and all those other types of things, and so the whole U-Box program is something that's fairly new for U-Haul and so this building right here, again not open to the staff, but it gets their employees to go in there and if you want to put all your stuff in there and store it for a while, then they can take it in and out and get in there as they need.

Mr. Galante moved, and it was seconded by Roethler, to approve U-Haul site plan, subject to Staff recommendations. On roll call; Ayes: Galante, Roethler, Hatfield, Nickolaus, Racki, Van Heuvelen, Smith; Nays: none. Passes: none. Motion carried.

The next item on the agenda was the public hearing on the "Westport Ridge – Plat1, Lot 5" Amendment to the P.U.D. Master Plan to reduce building setbacks and parking requirements, case no. 010-1979-02.08.05 (2894 106th Street). Mr. Smith said, if there were no objections, he would dispense with the reading of the following official publication:

Case No. 010-1979-02.08.05

OFFICIAL PUBLICATION

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Urbandale Planning and Zoning Commission will hold a public hearing in the Urbandale City Hall, 3600-86th Street, Urbandale, Iowa at 5:30 p.m. on Tuesday, May 28, 2024, to consider a petition from Marcus Pitts, Owner of PCWDM II, LLC and of MRP1031, LLC, Shawn Pitts of STP Investments, LLC, Jacquelyn Could of G5 Ventures, LLC, Justin Lossner of Leigh Holdings, LLC, Tyler Lainson of Lainson Properties, LLC, Austin Hedstrom of Hedstrom Holdings, LLC, Kirk Mickelson of K&A Investments, LLC, and Joe Ferin of All Star Masonry, LLC, and from Chris Dawson, CEO of DSM Property Services, prospective buyer, to amend the “Westport Ridge” Planned Unit Development (PUD) Master Plan for the following legally described property:

LOT 5 IN WESTPORT RIDGE PLAT 1, AN OFFICIAL PLAT, NOW INCLUDED IN AND FORMING A PART OF THE CITY OF URBANDALE, POLK COUNTY, IOWA.

The property described above is known locally as 2894 106th Street. The proposed amendment to the P.U.D. Master Plan is to reduce the building setbacks on the west and north sides of the property and to reduce the required parking ratios. 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. The Department can be reached by phone at 515-278-3935. All interested parties either for or against this proposed amendment will be heard at the time and place set forth above.

There were no objections to the official notice as published.

Mr. Franklin said I’m very surprised that Mr. Chris Dawson isn’t here. I can tell you that I’ve talked with him on this project at length and know that he is going to be okay with everything.

He said the ownership group/petitioner and the prospective buyer, DSM Property Services, have requested an amendment to the “Westport Ridge” P.U.D. for Lot 5 in Westport Ridge Plat 1, known locally as 2894 106th Street. This parcel, along with the adjacent parcels on either side of the subject property and across 106th Street, are located within the “Research/Professional Offices Area” portion of the P.U.D. Master Plan, which was originally approved by the City Council in February of 1980. A two-story

office building with approximately 24,686 square feet and associated parking exists on the property and was constructed in 1986.

The prospective buyer intends to utilize about half of the existing building square footage for offices related to the operation of their current businesses, which include Platinum Development, CDM Real Estate Services, DSM Property Services and DSM Construction Services. The other half of the existing building square footage will be leased to the insurance company that currently occupies part of the building. The prospective buyer also intends to construct an accessory structure with approximately 9,669 square feet north of the existing office building. This building will contain approximately 900 square feet of office space and approximately 8,769 square feet of warehouse space for internal storage of equipment and materials used for operation of the existing businesses noted above. Site improvements will also include a new entrance canopy for the existing building, new pavement around the proposed accessory building and reconstruction of some of the pavement areas for parking and maneuverability. A site plan, required for this work, has also been submitted and is part of this meeting agenda.

The requested amendments to the P.U.D. Master Plan, related to the construction of the new building, are to:

- 1) reduce the rear yard setback, adjacent to the Living History Farms property, from 75 feet to 50 feet;
- 2) reduce the side yard setback along the north property line from 30 feet to 10 feet; and
- 3) reduce the parking requirement for the office use from 5 spaces/1,000 square feet to 2.5 spaces/1,000 square feet.

This P.U.D. amendment appears to be reasonable and appropriate. There are many parcels for commercial development where a 50-foot rear setback and a 10-foot side yard setback are appropriate and even typical. In fact, the "C-O", "C-N", "C-G" and "C-H" districts all generally require no setback for side and rear yards adjacent to non-residential uses but if a setback is provided then it must be at least 10 feet. The property is designated as "Office/Business Park" on the Land Use Plan in the recently adopted Forward Urbandale Comprehensive Plan. The "Office/Business Park" land use is intended to provide for professional employment and office uses, which could include concentrations of standalone office buildings or complexes consisting of several buildings incorporated into a campus-like setting. Although certain low-impact, light industrial uses, such as smaller-scale manufacturing and assembly, small-scale logistics, distribution, and warehousing facilities, may locate within an Office/Business Park, they should be low intensity and designed at a complementary scale having no external impacts on surrounding areas.

The property currently has about 121 parking spaces associated with the existing two-story building. However, upon completion of the proposed accessory building and parking reconfiguration, as detailed on the site plan, the property will contain a reduced total of 80 parking spaces. The requested reduction to the required parking ratios seems appropriate if 1) the half of the existing building to continue being occupied by the insurance company, approximately 12,343 square feet, would be allocated 4 spaces/1,000 square feet or 50 parking spaces, and 2) the other businesses associated with this request are confident that the remaining 30 spaces will be adequate to support their various business operations within their office and accessory warehouse space. While 4 spaces/1,000 square feet for the insurance company is less than the general requirement of 5 spaces/1,000 square feet typically required for office uses it is a reasonable requirement and has been applied to and successfully used for various other office properties throughout Urbandale. Otherwise, with regard to the remaining 30 spaces the owner will be required to construct additional parking spaces if the Zoning Administrator finds a parking problem to exist as evidenced by parking spilling over into nearby properties or streets, or vehicles parked in circulation aisles, loading spaces, landscape areas, or other locations not designed or designated for parking.

Surrounding properties to the east, north and south are in the same “Westport Ridge” P.U.D. Master Plan, and the adjacent property to the west is zoned “A-2” and is part of the Living History Farms property.

Mr. Franklin said Staff recommends approval of the following amendments to the “Westport Ridge” P.U.D. Master Plan for Lot 5, Westport Ridge Plat 1, subject to no outdoor storage of equipment or materials:

- 1) reduce the rear yard setback, adjacent to the Living History Farms property, from 75 feet to 50 feet;
- 2) reduce the side yard setback along the north property line from 30 feet to 10 feet;
- 3) reduce the parking requirement for office uses (approximately 25,586 square feet) from 5 spaces/1,000 square feet to approximately 2.75 spaces/1,000 square feet

The next and related item on the agenda was the “Platinum Development Office – Accessory Structure” Site Plan No. 012-1985-04.02 (2894 106th Street).

Mr. Franklin said the prospective buyer, DSM Property Services, is planning to acquire this 2.72-acre property, known locally as 2894 106th Street and legally described as Lot 5, Westport Ridge Plat 1. This parcel, along with the adjacent parcels on either side and across 106th Street, are located within the “Research/Professional Offices Area” portion of the “Walnut Ridge” P.U.D. Master Plan, which was originally approved by the City Council in February of 1980. A two-story office building with approximately 24,686

square feet and associated parking currently exists on the property and was constructed in 1986.

About half of the existing building square footage will be utilized for offices related to the operation of their current businesses, which include Platinum Development, CDM Real Estate Services, DSM Property Services and DSM Construction Services. The other half of the existing building square footage will be leased to the insurance company that currently occupies part of the building.

The buyer also intends to construct an accessory structure with approximately 9,669 square feet north of the existing office building. This building will contain approximately 900 square feet of office space and approximately 8,769 square feet of warehouse space for internal storage of equipment and materials used for operation of the existing businesses noted above. The building will be constructed with precast concrete panels and will have a metal panel gable roof to match the roof of the existing building. Additional site improvements will include a new entrance canopy for the existing building, new pavement around the proposed accessory building and reconstruction of some of the pavement areas for parking and maneuverability.

The proposed building has a wall height of 21.25 feet with the top of the roof peak just below the 35-foot maximum height allowed by the PUD Master Plan. The floor area ratio with the new building and is 0.28, under the 0.3 maximum allowed by PUD Master Plan. A minimum of 25% of the lot area is required to be maintained as open space and a minimum of 5% of the parking lot area is required to be landscaped. Trees and shrubs are to be provided at a minimum ratio of two trees and six shrubs for every 2,500 square feet of required open space. A continuous row of shrubs is shown, as required, along the parking spaces visible from 106th Street and on the western edge of the new parking stalls facing Living History Farms. Landscaping is also required to screen the detention basin.

An amendment to the "Westport Ridge" P.U.D. has been requested related to the construction of this accessory building and is included on this meeting agenda (Case No. 010-1979-02.08.05). The requested amendments include: 1) to reduce the rear yard setback, adjacent to the Living History Farms property, from 75 feet to 50 feet; 2) to reduce the side yard setback along the north property line from 30 feet to 10 feet; and 3) to reduce the parking requirement for the office use from 5 spaces/1,000 square feet to about 2.75 spaces/1,000 square feet.

The property currently has about 121 parking spaces associated with the existing two-story building. However, upon completion of the proposed accessory building and parking reconfiguration the property will contain a reduced total of 80 parking spaces. The owner will be required to construct additional parking spaces if the Zoning Administrator finds a parking problem to exist as evidenced by parking spilling over into nearby properties or streets, or vehicles parked in circulation aisles, loading spaces,

landscape areas, or other locations not designed or designated for parking. No outdoor storage of equipment or materials is allowed.

Surrounding properties to the east, north and south are in the same “Westport Ridge” P.U.D. Master Plan, and the adjacent property to the west is zoned “A-2” and is part of the Living History Farms property.

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

1. Sheet C-001: Use 29000 106th Street as the address for the new building (and include on future plan sets and building permit); update site plan to reflect approved PUD Amendments, as applicable; show maximum floor area ratio and update square footage to include addition on existing building;
2. Photometric Plan – extend readings to property lines. Readings need to be 0 at the property line; revise wall pack lighting fixture – use cut off lighting parallel to the ground (no visible bulbs); show dumpster enclosure on this plan set (not a cross reference to the architectural drawings)
3. Building Department: Sanitary sewer service needs cleanouts each 100 feet; indicate size and type of sanitary sewer service and water service; indicate how electrical is served to the new building; coordinate with Fire Department on sprinkler requirements;
4. Fire Department: Fire lane signs shall conform to the Urbandale Fire Code requirements. Exaction locations shall be determined during construction; coordinate gate locking hardware with Fire Department during construction; display new address as required by Fire Code;
5. Water Utility: pay \$150 construction water fee at time of building permit; fire and domestic line to tee outside of building and add detail; add hydrant detail; see email sent separately with recommendations for proposed alternate water route;
6. All Plan View Sheets: provide street name, label adjacent property owners, state curve data for southeast property boundary; address note conflicts (in example, Sheet C-003 southeast corner of the view), and review scale in title block versus what’s shown on the sheet under the north arrow.
7. Sheet C-001: add Utility Contact Information, label street names on location map, provide benchmark data.
8. Sheet C-002:

- a. For all occurrences, specify 2024 SUDAS edition. Include City of Urbandale Supplemental Specifications and Urbandale Water Utility Specifications.
 - b. In Soil Notes Number 2, update 6 inches of topsoil to be **8** inches of topsoil.
 - c. In Demolition Notes, add note that all slurry from wet-sawing of concrete must be contained.
9. Provide sizes of existing utilities; verify location of existing water service prior to site plan approval; the water main crossing under 106th Street is located closer to the existing hydrant; relocate proposed ADA signs in front of the existing building to not occur in the proposed sidewalk; provide intake and storm to basin (curb cuts are not allowed); verify all legends agree with the plan view; show parking stalls on all sheets; provide details or detail sheet as needed for proposed features such as curbing details, pavement design, stormwater control structures and/or orifice plates, etc.
10. Sheet C-103: update legend coloring to agree with the plan view and dimension striped areas.
11. Sheet C-201:
- a. Provide Surface Water Flowage Easements around the detention facilities.
 - b. Update contour linestyles to differentiate existing contours from proposed contours.
 - c. Label the 100-year water surface elevation associated with each detention pond.
 - d. Provide proposed elevation labels on proposed features such as proposed pavement, ADA related features, etc.
 - e. Label top of pond dam and overflow/spillway elevations and locations. Provide defined spillways for the detention areas with 1' of freeboard. Provide spot grades along the top of berms for the detention.
 - f. Show existing grading into the building to show ADA compliance, including any ADA path/ramps into the existing building entryway
 - g. Grading between the drive isle on the north side of the lot and the adjacent property is steeper than 3:1. Adjust as necessary to reduce to a maximum slope of 3:1.
 - h. Show Water Quality treatment practice.
12. Sheet C-301:
- a. Determine sanitary service routing. Service is less than 10' from property line, provide private service easement from adjacent property.
 - b. Callout size, slope, and material of services, including flowline elevations as necessary.

- c. Address text conflict of the storm sewer flowline label in the east detention basin.
 - d. Label proposed water fittings and bends.
 - e. Show roof drains of existing building and proposed building and how they will be routed to detention.
 - f. Show water connection to proposed hydrant.

13. Sheet C-401:
 - a. Extend silt fence along the north property boundary to contain surface runoff.
 - b. Update SWPPP Notes Note 5 to read "A minimum **8**" layer..."
 - c. Provide erosion control for storm sewer intakes and outlets. Temporary stand pipes are required in the detention areas for COSESCO.

14. Sheet C-701: Move the proposed tree that is placed over the sanitary sewer service; add more trees along 106th Street to screen the basin;

15. Provide a Stormwater Facility Maintenance Agreement for the detention basins per the Post Construction Stormwater Ordinance. Include either an exhibit or clearly shown easement area with metes and bounds on the site plan; at the time of the site as-built, provide signed calculations showing basin volume calculations by the contour-area method, and provide a signed affidavit that the storm water detention facility has been constructed in substantial conformance with the approved plan and confirming installation of orifice plates; 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.

16. Drainage Report:
 - a. Consider modeling the site using current design standards, as it appears the basins are adequately sized to meet current requirements.
 - b. The release rates should be calculated separately for what is flowing west to the adjacent property versus what is flowing to the storm sewer system of 106th street. Include any undetained in the allowable release rates. This includes water quality volume and channel protection calculations.
 - c. A minimum time of concentration of 15 minutes may be used in the hydrographs.
 - d. Update labeling on drainage maps so that the drainage areas clearly match the drainage area names on the hydrographs and drainage areas.
 - e. On pages 4 & 5, indicate if outfall pipe is utilizing existing outlets or proposed. Weir size does not match the crest length provided in the hydrographs.

- f. Provide water quality treatment practice utilizing one of the ISWMM methods and update criteria on Table 1; the 24 hour drawdown time alone is not an acceptable method.
- g. Include undetained areas in the Table 5 summary.
- h. Provide calculations for proposed storm sewer intakes and pipes.
- i. Please provide PDF, a hard copy is not required. Please feel free to call Engineering 515-278-3950 to discuss any drainage comments.

Mr. Franklin said I have talked to Mr. Dawson at length, and we have been working with him for probably five years to try to find a spot, and this finally became available. We had a couple of offers for uses that weren't going to be appropriate in this area. This does align pretty well with the new Comprehensive Plan to have this kind of use in there, so I think it's a win-win for everybody, for the city and for Mr. Dawson, to be able to keep what he does in Urbandale.

Mr. Hatfield asked is outside storage allowed here?

Mr. Franklin said outside storage is not allowed here and that's why he's building this additional building, so they can keep everything inside.

Mr. Hatfield asked is the accessory building fire sprinklered?

Mr. Franklin said I believe when we had our pre-application meeting, based on the size and what they're going to have in there, that is the requirement, yes, to have it sprinklered.

Mr. Hatfield said I would highly suggest we make that an amendment to this approval, because of all the machinery, gasoline filled tractors, lawn mowers and stuff.

Mr. Franklin said right, they have some fertilizers, gasoline, things like that. When we actually get the building drawings, that's one of the things that Fire will look at in their review, is what those quantities are and make sure we've got that covered.

Mr. Galante asked did you have any comments, calls ,or anything about this?

Mr. Franklin said we did not receive any calls or any inquiries at all.

Mr. Galante said for the record, no one is here to provide comment either in favor or opposed.

Mr. Hatfield moved, and it was seconded by Galante, to close the public hearing. On roll call; Ayes: Hatfield, Galante, Roethler, Nickolaus, Racki, Van Heuvelen, Smith; Nays; none. Passes: none. Motion carried.

Mr. Hatfield moved, and it was seconded by Nickolaus, to approve the “Westport Ridge Plat 1, Lot 5 Amendment to the PUD Master Plan, subject to Staff recommendations and highly suggest a fire-suppression system. On roll call; Ayes: Hatfield, Nickolaus, Roethler, Racki, Van Heuvelen, Galante, Smith; Nays; none. Passes: none. Motion carried.

Ms. Roethler moved, and it was seconded by Racki, to approve the Platinum Development Office Building Accessory Structure site plan, subject to Staff recommendations. On roll call; Ayes: Roethler, Racki, Hatfield, Nickolaus, Van Heuvelen, Galante, Simth; Nays; none. Passes: none. Motion carried.

Mr. Franklin said I looked at the comments, one of the comments from the Building Department says, “Coordinate with the Fire Department concerning all sprinkler requirements”. So when those plans come in, that’s one of the automatic things that they look at. And if they deem it will be necessary, that’s what they’ll do.

Mr. Franklin said at either the next meeting or the meeting after that, we have put a bunch of research together on parking space requirements and how we might want to change our parking regulations. So we’ll be ready to have an informal conversation with you on that very soon.

The meeting adjourned at 5:55 p.m.