



## Planning & Zoning Meeting Minutes

March 24, 2026

The meeting was called to order at 6:00 PM:

**Item 1: Roll Call:** The following members were present:

Alex Broderick  
Luke Streit  
Lucas Beenken  
Heather Lohse  
Jason Tuel  
Marsha Bannister

Members Not Present: Megan Bankole

**City Staff Present:** Andy Kass, Community Development Director, Melissa DeBoer, Planning Coordinator, and Dawn Young, Community Development Specialist.

**Item 2: Agenda Approval:** Motion by Commissioner Beenken to approve the agenda for March 24, 2026, Planning & Zoning Commission Meeting, seconded by Commissioner Bannister. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

**Item 3: Approval of March 10, 2026, Meeting Minutes:** Motion by Commissioner Broderick to approve the meeting minutes of March 10, 2026, seconded by Commissioner Lohse. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

**Item 4: Open Forum:** None

**Items 5, 6,7: Approval of a Preliminary Plat, Final Plat and Site Plan, Landing at Kettlestone Plat 2 (560 SE University Avenue)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a preliminary plat, final plat and site plan for a commercial/office development, as requested by the Waukeee Community School District, represented by Joel Jackson of Bishop Engineering.

The subject property is located south of SE University Avenue and west of Grand Prairie Parkway, containing approximately 20 acres. The property currently contains the existing Waukeee Community School District Administration Building and a regional storm water detention pond. A large portion of the property is vacant land. A rezoning from C-1A (Neighborhood Commercial District) to C-1 (Community and Highway Service Commercial District) for a portion of the property was approved by City Council on February 17, 2026. The entire property is now zoned C-1.

The project includes the construction of a two-story addition to the existing Waukeee Community School District Administration Building. The footprint of the addition is proposed to be 28,230 square feet and 30- feet in height. The existing building is a single-story building and approximately 25,000 square feet in area. The total building gross floor area is proposed to be just over 53,000 square feet.

The site plan includes a new parking lot located to the north and east of the proposed building addition. A trash enclosure will be provided just to the south of the building (centrally located between the existing building and the addition). Other additions to the site include a couple shade structures located to the south of the proposed addition, a generator, walking trails, and new parking lot paving for the existing building. A new driveway located to the south of the building will connect the two areas of parking. Several new sidewalks will be provided surrounding the building and parking areas to provide pedestrian access throughout the site.

The preliminary plat and final plat identify one lot for commercial development which will contain both the existing building and proposed addition. Lot 1 is 11.49-acres in area. The preliminary plat and final plat also include one outlot for future commercial development. Outlot X is 7.76-acres in area. The preliminary plat and final plat also include an extension of SE Parkview Crossing Drive (a public street) and extensions of public utilities. The street lot for SE Parkview Crossing Drive (Street Lot A) is 0.84-acres in area. The final plat also includes necessary easements to provide public utilities to the development.

The existing access at the west side of the site, from SE Florence Drive will remain. A new access will be provided at the east side of the site, from SE Parkview Crossing Drive. The new intersection of SE Parkview Crossing Drive at SE University Avenue will be a right-in/right-out. The existing intersection of SE Florence Drive and SE University Avenue will remain as a full, signaled intersection. A total of 160 parking spaces are required for the site and a total of 274 spaces are provided, including 10 accessible parking stalls.

A public sidewalk exists along the south side of SE University Avenue, adjacent to the existing building. A new sidewalk and trail will be provided along the south side of SE University Avenue, adjacent to the proposed building addition. A 10-ft wide trail will be provided along the east side of SE Parkview Crossing Drive, and a five-foot-wide sidewalk will be provided along the west side of SE Parkview Crossing Drive. Pedestrian connections will be provided into the site from the public sidewalks along both the north and east sides of the site. Private sidewalks are shown interior to the site to provide pedestrian access around the building and parking areas. Walking trails will be provided along the south side of the site.

Public utilities are provided to the site. Storm water detention will be provided with the existing regional pond located along the south side of the site. The pond will be privately owned and maintained by the Waukee Community School District. A minimum of 20% of the site is required to be open space. The total amount of open space proposed is 64%. Plantings are being provided throughout the site in compliance with the Landscape & Open Space Ordinance.

The elevations of the building addition are proposed to be constructed of brick, cast stone, glazing and perforated panel. The existing building elevations will include some of the perforated panels as well. The trash enclosure is proposed to be constructed of brick to match the building. Elevations of the proposed building addition and trash enclosure have been provided for review. A photometric plan for the site lighting has been submitted and complies with the requirements of the Site Plan Ordinance. All proposed easements have been indicated on the final plat. There are no parkland dedication requirements for commercial development.

The subject property is within the Kettlestone Corridor and was included within the 2015 master plan for the corridor. The land uses shown within the Kettlestone Master Plan for the subject property are Office. The existing and proposed use is consistent with the Kettlestone Master Plan.

The proposed preliminary plat, final plat and site plan are in general conformance with the Zoning Ordinance, Subdivision Ordinance, Site Plan Ordinance, and Kettlestone Master Plan. Staff recommends approval subject to any remaining staff comments and review of the legal documents.

Discussion as follows:

- General discussion of walking path location
- Confirmation by city staff that Outlot A is zoned for future commercial, with nothing planned at this time

Motion by Commissioner Tuel for Approval of a Preliminary Plat for Landing at Kettlestone Plat 2, seconded by Commissioner Broderick. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

Motion by Commissioner Lohse for Approval of a Final Plat for Landing at Kettlestone Plat 2, seconded by Commissioner Bannister. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

Motion by Commissioner Broderick for Approval of a Site Plan for Waukee CSD – District Office Addition & Renovation (560 SE University Avenue), seconded by Commissioner Streit. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

**Item 8: Approval of a Site Plan for Lot 1, Waukee Towne Center Plat 6 (500 SE Alice’s Road)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a site plan for a commercial building, as requested by Waukee Towne Center, LLC, represented by Cody Weaver of Civil Engineering Consultants.

The property is generally located west of SE Alice’s Road and south of SE Laurel Street, containing approximately 1.81 acres. A preliminary plat and final plat were recently approved by City Council for this subject property. The lot in question is the northern lot of Plat 6. The lot is 1.81 acres in area.

The project includes the construction of a single-story multi-tenant retail building. The building is 3,732 square feet in area and 20 feet in height. The site includes a drive-through at the north side of the building. A trash enclosure is proposed at the southwest corner of the site.

Two accesses will be provided into the site off of the private drive along the west side of the site. A pedestrian connection is provided into the site from the existing trail along SE Alice’s Road. A six-foot-wide, private sidewalk will be installed along both the north and west sides of the site, adjacent to the private drives. A pedestrian connection will be provided into the site from the private sidewalk along the west side of the site. A total of 82 parking spaces are required for the proposed site plan. The total amount of parking proposed is 94 spaces including 4 accessible stalls.

This site will be serviced with private utilities. Storm water management will be provided with the large pond located within the overall Waukee Towne Center development. A minimum of 20% of the project area is required to be open space. The total amount of open space proposed is 21%, which meets the requirements of the Landscape and Open Space Ordinance.

The elevations of the building are proposed to be constructed mostly of brick, fiber cement siding, EIFS, and glazing. A photometric plan for the site lighting has been submitted and complies with the requirements of the Site Plan Ordinance.

The comprehensive plan classifies the subject property as Neighborhood Commercial. The Neighborhood Commercial classification provides primarily day-to-day goods and services for residents and are typically located along collectors, or at the intersections of collectors and minor arterials. Neighborhood Commercial centers should be walkable from nearby residential neighborhoods.

The site plan is in general conformance with the Site Plan Ordinance, Comprehensive Plan, and Planned Development. Staff recommends approval of the site plan for Lot 1, Waukee Towne Center Plat 6 subject to remaining staff comments.

Discussion as follows: (None)

Motion by Commissioner Tuel for Approval of a Site Plan for Lot 1, Waukee Towne Center Plat 6 (500 SE Alice’s Road), seconded by Commissioner Bannister. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

**Item 9: Approval of a Revised Site Plan for Kettlestone Peak Commercial (1105 SE Pleasant View Drive)**

Melissa DeBoer, Planning Coordinator, introduced the request for approval of a revised site plan for a multi-tenant commercial building, as requested by Timbercrest Homes, LLC, represented by Jarey Murray of Civil Design Advantage.

The property is generally located east of Grand Prairie Parkway and north of SE Pleasant View Drive, containing approximately 5.95-acres.

The subject property is under development for a 20,177 square foot multi-tenant commercial/retail building. The original site plan was approved in November 2024. The original site plan included a drive-thru lane at each end of the building. The revised site plan identifies the removal of the drive-thru lane on the northeast side of the building and a 650 square foot addition on the rear of the building to expand one of the restaurant spaces. Parking is proposed to increase by two spaces for a total of 228 parking spaces on the site, which meets the requirements of the Parking Ordinance.

Utilities have been extended to the site to serve the proposed use. Stormwater management is provided for in the basin to the west of the building. The proposed addition to the building will utilize materials that will match the previously approved materials including fiber cement siding and brick.

The site plan is in conformance with the Site Plan Ordinance Staff recommends approval of the site plan subject to remaining staff comments.

Discussion as follows:

- Confirmation by city staff that the requested changes are due to a tenant request

Motion by Commissioner Broderick for Approval of a Revised Site Plan for Kettlestone Peak Commercial (1105 SE Pleasant View Drive) seconded by Commissioner Lohse. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

**Item 10: New Business**

Andy Kass spoke on the following:

- Update on Alderbrook Development – 22.5 acres removed from the rezoning request to continue with the rezoning process, with future rezoning still possible for that area
- Planner interviews are starting tomorrow

**Item 11: Adjournment**

Motion by Commissioner Broderick to adjourn the March 24, 2026, Planning and Zoning Meeting, seconded by Commissioner Streit. Ayes: Broderick, Streit, Beenken, Lohse, Tuel and Bannister. Nays: None. Motion carried.

The meeting was adjourned at 6:20 PM.

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Lucas Beenken, Chairman

Attest:

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Andy Kass, Community Development Director