

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, May 16, 2016
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on May 16, 2016. The Agenda was posted at the City Hall office as required by law. **These tentative minutes reflect all action taken at the meeting.**

<p><u>P&Z Commission Members Present:</u> Deanna Triplett Chair Dennis Dietz P&Z Commission Member Ron Hankins P&Z Commission Member Doug Sires P&Z Commission Member James Hill P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> Justin Vogel Pro Tem Krista Bowersox P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Jenny Gibbons City Clerk Becky Leonard Deputy City Clerk</p> <p><u>Additional Attendees:</u> Ron Anderson Liaison for City Council</p>
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1. **Call to Order** | Chair Triplett called the meeting to order at 6:00 p.m.
2. **Roll Call** | Dietz, Hankins, Triplett, Sires, Hill | In attendance
Vogel, Bowersox | Absent
3. **Approval of Agenda**
MOTION: A motion was made by Hankins and seconded by Dietz to approve the agenda.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Minutes**
MOTION: A motion was made by Hankins and seconded by Sires to approve the April 18, 2016 meeting minutes.
YES: Sires, Dietz, Hankins, Triplett
ABSTAINED: Hill
MOTION CARRIED
6. **Lakewoods Rezoning**
Gary Mahannah, City Administrator, introduced this development request. As staff reviewed the concept plan for rezoning R-1A and PUD to R-2, it became apparent that the concept would more closely align as PUD-only rather than R-2. Petition notices were sent on May 6, 2016 to residents within 250 feet of the buffer area surrounding the proposed zoning district.

Kathleen Connor, City Engineering Representative, explained the following details supporting the recommendation and change in original direction.
 - Developer provided P.U.D. Master Plan corresponding to the concept plan which provides for transitional uses between the 4-plex townhomes in Parker Townhomes on the west and northwest sides of this parcel and the single family homes in Edgewater Pointe on the east side of this parcel.
 - If the subject area is rezoned to P.U.D., the lot density and configuration would be limited to the number and layout of the lots as depicted on the Master Plan. In contrast, if this area is rezoned to R-2, lot density could actually be higher since all lots could become bi-attached two-family homes.

- While bi-attached lots can be designed to fit within the R-2 bulk regulations, the private street within an easement makes application of standards, such as measurement of front yard setbacks, more challenging which would be resolved by rezoning to P.U.D.
- Inclusion of a private street, rather than public street, to be maintained by a Homeowner's Association, seems more appropriate in a P.U.D. District than in the traditional One-and Two-family residential district.
- The Villa single-family lots vary in lot width, with wider lots on the north side to act as a buffer to P.U.D., compared to the more-uniform lot width typically found in traditional zoning.
- The surrounding area has changed since this area was originally planned for single family lots, with multi-family townhomes on the north and northwest and a large church on the south.

Caleb Smith, with McClure Engineering, representing Todd & Christie Drake, who were also in attendance, described the concept plan for this rezoning request and shared the following details:

- In 2006 the plan included single-family homes transitioning from Parker Townhomes and has since been updated to include a gradual transition given existing residential area.
- Bigger issue is that P.U.D. zones require a 10-acre minimum, but feels this plan is reasonable and meets the intent even though it's not quite 10-acres.
- Consideration for this product is only viable in a P.U.D. and believes the product is viable in Polk City as it has been successful in other metropolitan areas.
- With the changes to North and West, there are limits to what can be developed.

Commission Comments

- Dietz asked if Villas would have a townhome association. Caleb advised the entire area would have an association – possibly with two divisions that would report up to a master association.
- Hankins likes that the R-1A single-family lots against Edgewater would stay as currently zoned. However, he has frustration making exceptions to set-backs without provision of off-setting park and/or open space. Caleb stated that no park was provided due to the size of the parcel. There is some open space on the southwest side of the bi-attached area and sidewalks will be provided on one side of the private street.
- Dietz asked if there were service issues (law enforcement, public works, fire) with the private street. Caleb stated the private street would be 26-ft wide. Kathleen added that we could look at turnaround to the north and how it would be accommodated. She also stated the City wouldn't be responsible for snow removal on the private street which would be privately done.
- Dietz asked if Edgewater streets would tie together. Gary shared that when Council approved the site plan for Lakeside Fellowship Church, they directed the developers to construct Edgewater to go all the way through to Parker Blvd in accordance with the Lakewoods Plat 1 development agreement.
- Sires asked if they move forward with request for rezoning, will the site plan come back to P & Z. Kathleen stated they could include a clarification in the motion that a note be added to the PUD Master Plan stating a site plan would have to be approved for the townhomes, covering both the bi-attached and villas, prior to any building permits being issued.
- Dietz asked if there are any drainage concerns. Kathleen stated drainage would be addressed in the site plan/platting process.
- Sires asked if Villas meet ordinance for R-1A and Kathleen stated they do not meet minimum lot size requirements. Sires also asked if development could be zoned as R-1A vs. P.U.D.. Kathleen advised that it could be but the bi-attached units would need to be eliminated so the concept would need to change. Todd Drake, Drake Homes, commented that there are now backs of garages along the west and north property lines. In contrast, there were trees in those areas that backed up to rear yards at the time the original plan showed single family homes. Drake stated they're also taking on the challenge of transitioning from single family homes on the east to the back of multi-family garages on the west.. Drake explained that trying to sell a house that backs up to garages is difficult.
- Hankins indicated he understood the concern about transitioning from single family homes to the existing townhomes on Parker and concurred with the gradual change from single-family to villas to bi-attached to townhomes. He is pleased with the plan for a row of R-1A single family homes east of

Roosevelt. He lives in a bi-attached home and has seen how well they can be maintained. The product is geared to older residents. A covenant can drive requirements on rental properties. Wolf Creek, for example, has a good mix of dwellings. The issue is single family homes on East to Parker and is it gradual. Feels the plan achieves the goals.

- Sires didn't disagree, but feels the plan is too dense and would like more space.

Audience Comments

- Gary read the verbal comment from Jason England, 920 Tyler St, staff received prior to the session. Mr. England is opposed rezoning and wants to keep as single-family. If townhomes are approved, he would like the City to require homeowner association. He doesn't like this end of town turning into a multi-family area and doesn't want area to turn into another area like N. Cherokee Drive.
- Jacob Pike, 910 Tyler, expressed concern over proposal and smashing three different types of homes into one space. He's also concerned about resident turnover and that properties would not be kept up. Sires asked how many single-family homes would fit into the area. Kathleen advised there were 32-33 lots planned when zoned as R-1A which includes the nine lots on East side of Roosevelt. Those 9 lots are proposed to remain as originally designed and were not included in rezoning request for that reason.
- Steve Vorsten, 900 Tyler St, also opposes condos, townhomes in area and feels they're ruining the area. Christie Drake with Drake Homes asked that residents check out their website so they can see the quality of the homes they are proposing to build. They plan to make this area very nice and created this plan so it would flow from single family to villas to bi-attached homes. There will be an association that will maintain the villas and bi-attached homes. These homes will be sold just like single family homes. The Villas are geared to empty-nesters who are down-sizing.
- Mr. Pike asked if there was an ordinance regarding the separation boundaries to put between homes. Kathleen advised that a buffer is required per code between certain zoning districts but not imposed between single family homes and multi-family homes unless it is part of the PUD Master Plan.

Given the feedback from the Commission along with comments from nearby residents, the Commission did not take action on this rezoning request. The developer agreed they would prefer to update their plan to address density issues rather than having P&Z vote on the rezoning tonight. They plan to return to a future P & Z session. This revised plan will be shared with the Polk City Fire Department to ensure any concerns are addressed from their perspective.

NO ACTION WAS TAKEN AT THIS TIME.

7. Lake Ridge Heights Preliminary Plat

Gary Mahannah introduced the preliminary plat approval request for Lake Ridge Heights located in unincorporated Polk County, on the southwest side of Highway 415 between NW Lake Drive and NW 98th Avenue. This plat falls within two miles of Polk City's corporate limits, on Polk City's side of the annexation boundary line, and is subject to review and approval by Polk City as well as Polk County.

Tom Davies, 2611 NE Bellagio Dr, Ankeny IA, representing the development, shared a brief overview.

- Land consists of 35.9 acres
- This plan is the fifth concept for the area, based on prior input from the neighbors and Polk County.
- The cul-de-sac exceeds 600 ft.
- Lots will be 1+ acre sites – similar to Mallard Estates and North Bay
- Detention ponds will be responsibility of the respective resident who has the pond on their property

Kathleen also provided the following comments:

- Exceeding 600 ft cul-de-sac length would need to be waived
- Water main issues – the developer's engineer is working with Des Moines Water Works to figure out the best way to serve this area

- The developer will need to provide a conceptual layout for potential future sanitary sewers. Similar to North Bay, 30-ft sanitary easement will be shown even though homes will originally be on individual sanitary septic system
- On Lots 13 and 20, the 4” drain tile should be removed or relocated where in conflict with planned septic system field.
- Polk City Subdivision Ordinance requires a minimum 25’ radius for property lines at street intersections, which would affect Lots 13 and 7. However, since the adjoining right-of-way widths of 93’, 100’ and 110’ are significantly wider than the width required per Polk City standards, Snyder recommends this requirement be considered as fulfilled.
- Detention easements shall be labeled ‘private’.
- Provide a drainage easement for the ditch located on the west side of Lot 1.
- Provide a storm sewer easement and drainage easement for the pond outlet on the north side of Lot 21 currently not located over the proposed outlet culvert.

Commission Comments

- Sires asked if Polk County has reviewed. Kathleen stated they are still waiting to get final comments.
- Sires asked if Ankeny has to review preliminary plat. Kathleen stated no because NW 98th Avenue is the line of demarcation per the 28E Agreement – Polk City reviews if on their side; Ankeny reviews if on their side.

MOTION: A motion was made by Hankins and seconded by Hill to approve recommendation approving preliminary plat for Lake Ridge Heights located on 35.9 acres on south edge of Polk City and within two miles of Polk City’s corporate limits subject to all comments being addressed before it goes to Council.

YES: Hill, Dietz, Hankins, Triplett, Sires

MOTION CARRIED UNANIMOUSLY

8. **Overview and Q & A** | Given our growing community and the amount of things coming, Gary Mahannah offered to hold work sessions for the Commission to spend time with Gary, Kathleen, and Amy Beattie, City Attorney, reviewing three main areas: Platting, Zoning, and Site Plans. The Commission welcomed the opportunity to have in-depth reviews. The work sessions will be held from 5 – 6:00 p.m. prior to the P&Z session beginning June 20, 2016.
9. **Council Liaison Report** | Councilman Anderson thinks the work sessions are a good idea. He also stated the recommendation on grounds across from Casey’s passed with a split vote of 4:1.
10. **Staff Report** | None
11. **Commission Report** | Sires asked if the City has or will be adopting an RV ordinance to restrict parking. Staff’s intent is to identify areas where changes need to be made. Sires offered to bring staff examples of what other communities have implemented.

12. **Adjournment**

MOTION: A unanimous motion was made to adjourn at 7:45 p.m.

Next Meeting Date – Monday, June 20, 2016