

Notice of Meeting  
Polk City | Planning and Zoning Commission (P&Z)

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November 18, 2019 | 6:00 pm  
City Hall | Council Chambers

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Tentative Meeting Agenda

*Doug Ohlfest | Chair*

*Dennis Dietz | Pro Tem*

*P&Z Commission Members: Ron Hankins | Deanna Triplett | Krista Bowersox | Justin Vogel | Doug Sires*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of the P&Z Commission Meeting minutes for August 19, 2019
5. Recommend Council approve Preliminary Plat for Creekview Estates
6. Adjourn until December 16, 2019

## PRELIMINARY PLAT REVIEW

Date: November 14, 2019  
 Project: Creekview Estates

Compiled by: Kathleen Connor, Planner  
 Project No.: 119.0842.01

### GENERAL INFORMATION:

<b>Applicant:</b>	Orton Development Company
<b>Property Owner:</b>	Bettylee Miller, Karla Samo, and Floyd Neal Miller
<b>Requested Action:</b>	Approval of Preliminary Plat
<b>Location</b>	Southwest corner of N. 3 <sup>rd</sup> St. and NW Hugg Dr.
<b>Size:</b>	33.03 acres
<b>Zoning:</b>	R-2 One and Two-family Residential District
<b>Proposed Use:</b>	86 single family lots; 7 outlots; and street rights-of-way



### PROJECT BACKGROUND:

City Council approved the voluntary annexation of the subject property into Polk City on August 26, 2019. This property was subsequently rezoned from A-1 to R-2. Orton Development Company now intends to move forward with development of Creekview Estates and request approvals of the Preliminary Plat.

### PROJECT DESCRIPTION:

This Preliminary Plat is in general conformance with the concept plan presented to P&Z and Council at the time the property was rezoned to R-2. The plat includes 86 single-family lots. These lots range in size from 8,250 sf to 21,555 sf. All lots are at least 65 feet wide and 8,000 sf in size. The two existing dwellings and associated outbuildings will be demolished in the initial phase of development.

The public improvements associated with this plat include the extension of Wolf Creek Drive and new streets, with three cul-de-sacs and an access onto N. 3<sup>rd</sup> Street and a second access onto NW Hugg Drive. At the time of rezoning, property owners on the north side of NW Hugg Drive indicated they prefer there be no access onto NW Hugg Drive from this development. However, this would create a block that is substantially longer than the 1,300 linear feet maximum permitted by the Subdivision Ordinance. In addition, both the Fire Chief and Police Chief have stated that secondary access from NW Hugg Drive is important for emergency access to the future residences. Staff therefore recommends approval of the two access locations as shown on the Preliminary Plat.

Outlot Z will be owned by the Homeowners Association and contains a permanent, wet-bottom detention pond. The pond outlet will be designed to control runoff velocity and mitigate erosion. The property owners will be responsible for maintaining the detention pond while the city will be responsible for maintaining pipes and structures. The pond and outlot will not be dedicated to the City and are not considered part of the required park land dedication. Water mains, sanitary sewers, and storm sewers will be extended to provide service to each lot.

Staff proposes the developer fulfill a portion of their 1.97-acre parkland dedication requirement by upgrading the required 4' sidewalk along N. 3<sup>rd</sup> Street to a 10' shared use trail. The parkland dedication will be based on the additional pavement cost for a 10-foot wide, 5" thick pcc trail over a 4-foot wide, 4" thick pcc sidewalk. It is anticipated this trail will be constructed with Plat 2, therefore a Development Agreement may be required at the time of Plat 1 is final platting. The remainder of the park land dedication, if any, will be a cash donation equivalent to the fair market value of the land, paid in at the time Plat 2 is final platting.

Internal sidewalks will be required in conjunction with Building Permits. However, the developer will pave the ADA sidewalk ramps within the plat, with two sets of ramps at full intersections and one set of ramps at tee-intersections as plat improvements. A sidewalk will be paved adjacent to Outlot Z. The City Engineer will review the need for paving of depressed sidewalks at emergency overflows at the time of construction drawing review.

The developer is interested in commencing clearing, grubbing, and grading this year. Off-site grading shall not be permitted until all necessary permanent off-site easement documents have prepared on a form approved by the City Attorney and signed by the abutting property owner(s).

This Preliminary Plat in conformance with the Tree Ordinance as follows:

- A. Whether an excessive or unnecessary number of existing trees are to be removed, taking into consideration the city's goal of preserving existing trees and any reasonable alternatives available to the developer. *[The Preliminary Plat indicates the tree removal areas for City Council consideration and approval.]*
- B. Whether the applicant has provided for the replacement of existing trees to be removed, at other locations on the property. *[Trees will be planted within the 15' Parkway Easement along N. 3<sup>rd</sup> Street, In addition, per Code, each homebuilder will be required to plant one overstory tree in the front yard of each home prior to a Certificate of Occupancy.]*
- C. Whether the landscaping provides a visual buffer, where necessary, from the surrounding property including headlight screening for streets. *[Existing trees outside the grading limits will be to the extent possible along the south plat boundary, particularly near the southwest corner of the property.]*
- D. Whether the streets, sidewalks and lots are laid out in a manner to preserve existing trees, where feasible, and whether the applicant has provided for fencing off or protecting trees during construction, to the extent feasible. *[Streets are laid out to provide reasonable connection to existing streets. The connection of W. Trace Drive to Wolf Creek Townhomes was eliminated to preserve trees. Sidewalks and the trail will be located within the public right-of-way. Snow fence will be required along the grading limits for protection of existing trees.]*

- E. Whether parkways are designed in accordance with the Comprehensive Plan. *[A 15' Parkway Easement is shown. The developer will be required to plant the parkway trees, using species selected from Polk City's tree list. The Parkland Easement will require property owners to maintain these trees]*

### **DEVELOPMENT AGREEMENT:**

Prior to approval of the Construction Drawings or Final Plat, staff plans to recommend Council approval of a Development Agreement that will provide for reimbursement to the developer for a portion of the cost of specific public improvements through an economic development grant or tax increment financing. These public improvements exceed the requirements of the Subdivision Ordinance, are in conformance with the Comprehensive Plan, and of benefit to the City as a whole. This proposed agreement will cover costs for only the following items, with said costs based on the budgetary cost opinion dated 11/14/19:

- 100% of the cost of design and construction of an off-site 12" water main running along NW Hugg Drive; beginning at the northwest corner of this plat and terminating at the existing 12" water main in Big Creek Valley. This water main is adjacent to Aric Sharp's property and will complete a portion of the "North Loop" in accordance with the Comprehensive Plan.
- Incremental construction cost for upsizing one water main running through Creekview Estates from the required 8" water main to a 12" water main in conformance with the Comprehensive Plan.
- 50% of the cost of design and construction of an off-site 12" water main running along N. 3<sup>rd</sup> Street, beginning at Creekview Drive, then crossing N. 3<sup>rd</sup> Street to the east side of the street, and then extending south to its point of connection to the existing 12" water main that currently terminates at the north end of Big Creek Technology Park. This water main will complete the remaining portion of the "North Loop" in accordance with the Comprehensive Plan.

### **REVIEW COMMENTS:**

City staff and Snyder & Associates have reviewed the Preliminary Plat for conformance with the concept plan presented by the applicant at the time the property was rezoned to R-2, Polk City's Subdivision Regulations, SUDAS, and other applicable city codes. Pursuant to our review of Submittal #3, we offer the following comments:

1. Revise Wolf Creek Street to Wolf Creek Drive to match existing connecting street. Revise Meadows Avenue to Meadows Court since it is a short street.
2. Add two notes that read "The minimum opening elevation (M.O.E.) shall be the elevation of the lowest opening." and "The minimum basement elevation (M.B.E.) shall be the elevation of the lowest floor, including basement."
3. Label the detention basin on Page 4 as a "Private" Storm Water Management Facility.
4. Show the 10' wide recreational trail as a proposed plat improvement, and label accordingly. As discussed above, the cost of additional pcc pavement for the 10' trail compared to a 4' sidewalk will be a credit toward the park land dedication.

5. Add two parkway trees, one on each side of Creekview Avenue.

**RECOMMENDATION:**

Based on the satisfactory resolution of each of the forgoing review comments, staff recommends P&Z approval of the Preliminary Plat for Creekview Estates, subject to the following:

1. Council approval of the terms for the Development Agreement related to public water main improvements that exceed the requirements of the Subdivision Ordinance at the time the Preliminary Plat is approved. Said Development Agreement shall be executed prior to approval of a Final Plat for Creekview Estates.
2. All P&Z recommendations being addressed prior to this item being placed on the City Council agenda.
3. All outstanding review comments being addressed prior to this item being placed on the City Council agenda.
4. All professional billings being paid in full to the Finance Director prior to Council action.

# PRELIMINARY PLAT FOR: CREEKVIEW ESTATES

## POLK CITY, IOWA

### APPLICANT/OWNER

NORTH POLK DEVELOPMENT, LLC  
CONTACT: BRUCE GATES  
2280 WOODLANDS PARKWAY  
CLIVE, IA 50325

### ENGINEER / SURVEYOR

CIVIL DESIGN ADVANTAGE  
3405 SE CROSSROADS DRIVE, SUITE G  
GRIMES, IOWA 50111  
CONTACT: JOSH TRYGSTAD  
PH. (515) 369-4400  
FX. (515) 369-4410

### PROJECT SCHEDULE

PHASE 1: 2019-2020  
PHASE 2: 2020-2021

### PARKLAND DEDICATION

REQUIRED:  
86 SINGLE-FAMILY LOTS \* 995.95 SF/LOT = 1.97 ACRES

### BULK REGULATIONS

TOTAL AREA: = 1,457,617 SF  
R-2 REGULATIONS SHALL APPLY:

MINIMUM LOT AREA = 8,000 SF  
MINIMUM LOT WIDTH = 65 FT  
SETBACKS:  
FRONT YARD = 30 FT  
REAR YARD = 35 FT  
SIDE YARD = 8 FT

### ZONING

EXISTING: R-2  
PROPOSED: R-2

### PRELIMINARY PLAT DESCRIPTION

THE SOUTH 20.34 ACRES OF THE EAST 25 ACRES OF THE SOUTHWEST QUARTER (SW1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, LYING SOUTH OF THE PUBLIC HIGHWAY, OVER AND ACROSS SAID 25 ACRES, A/K/A LOT 1 LYING SOUTH OF HUGG DRIVE, P. WERUMS SUBDIVISION, POLK COUNTY, IOWA, LOCALLY KNOWN AS 12370 NW HUGG DRIVE, POLK CITY, IOWA,

AND  
THE SOUTHWEST 12.69 ACRES OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4) OF SECTION 36, TOWNSHIP 81 NORTH, RANGE 25 WEST OF THE 5TH P.M., POLK COUNTY, IOWA, SUBJECT TO EASEMENTS OF RECORD.

### BENCHMARKS

- CUT 'X' AT INTERSECTION OF WOLF CREEK DRIVE CENTERLINE AND NORTHERN TRACE DRIVE. CENTERLINE AT SOUTHEAST CORNER OF SITE. ELEVATION = 862.26 (NAVD 88)
- CUT 'X' AT INTERSECTION OF WEST TRACE DRIVE CENTERLINE AND NORTHERN TRACE DRIVE. CENTERLINE. ELEVATION = 863.86 (NAVD 88)

### SUBMITTALS

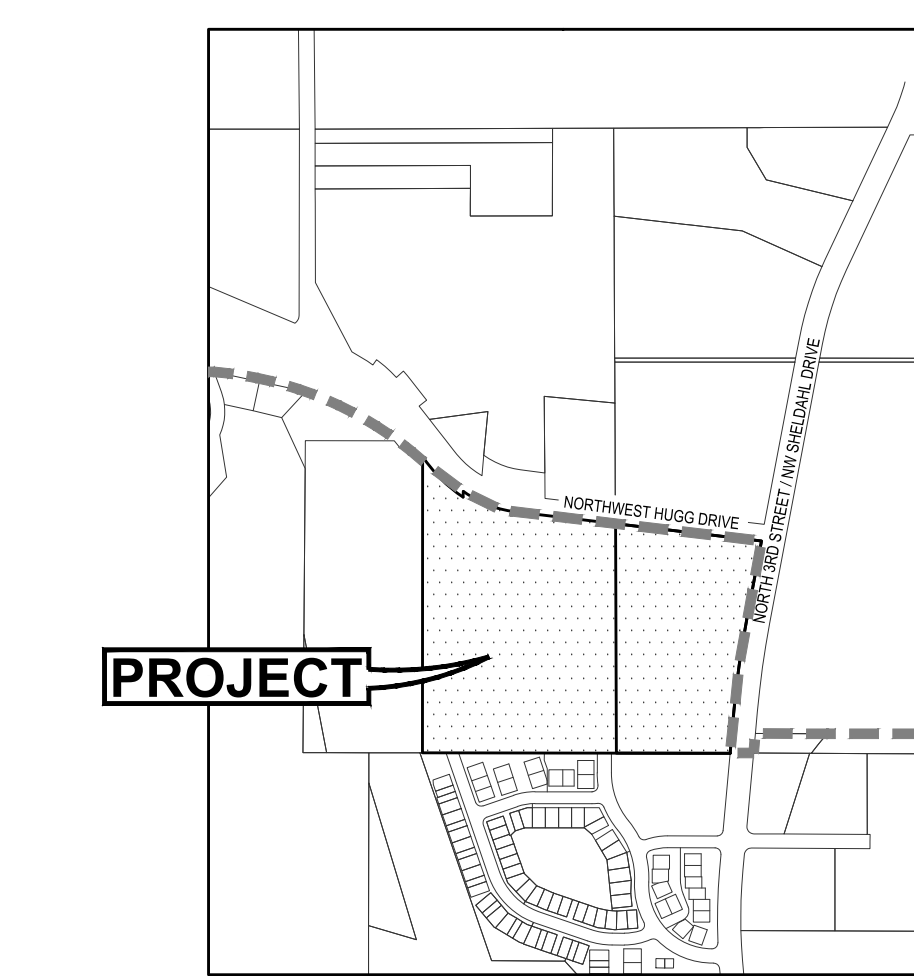
FIRST SUBMITTAL: 08/27/2019  
SECOND SUBMITTAL: 10/25/2019  
THIRD SUBMITTAL: 11/13/2019

### NOTES

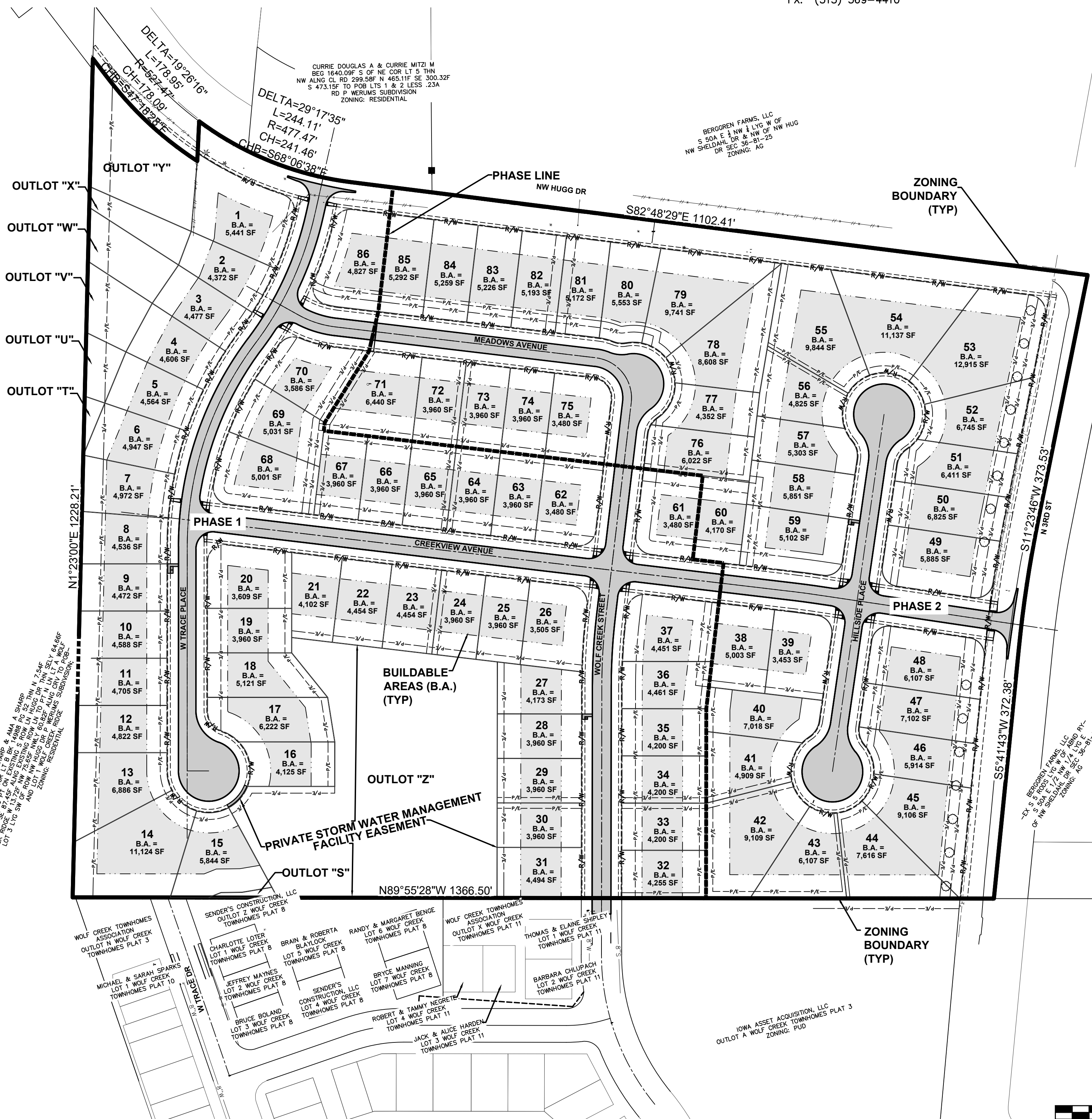
- CONTRACT FOR STREET LIGHTING SHALL BE EXECUTED WITH FINAL PLAT.
- STREET LIGHTS SHALL BE ON THE SAME SIDE OF STREET AS WATER MAIN.
- CONTRACT FOR ELECTRIC DISTRIBUTION SYSTEM SHALL BE EXECUTED WITH FINAL PLAT.
- WATER AND SANITARY SEWER SHALL BE PROVIDED BY THE CITY OF POLK CITY.
- OUTLOTS T-Y WILL BE INDIVIDUALLY, PERMANENTLY TIED TO LOTS 1-6 AT THE TIME OF FINAL PLATTING.
- NO LOTS WITHIN THIS PLAT SHALL BE PERMITTED TO HAVE A DRIVEWAY OFF NW HUGG DRIVE OR N 3RD STREET.
- OUTLOT Z WILL BE OWNED BY THE HOMEOWNER'S ASSOCIATION.
- A HOME OWNER ASSOCIATION SHALL BE ESTABLISHED AT THE TIME OF FINAL PLATING AND SHALL INCLUDE ALL LOTS WITHIN CREEKVIEW ESTATES.
- WELLS AND SEPTIC SYSTEMS WILL BE REMOVED AND ABANDONED ACCORDING TO IOWA DNR STANDARDS.
- SUBDRAINS SHALL BE PROVIDED ON BOTH SIDES OF ALL STREETS.

### VICINITY MAP

NOT TO SCALE



POLK CITY, IOWA



### LEGEND

#### FEATURES

##### PROPOSED

- GROUND SURFACE CONTOUR
- TYPE SW-501 STORM INTAKE
- TYPE SW-502 STORM INTAKE
- TYPE SW-503 STORM INTAKE
- TYPE SW-505 STORM INTAKE
- TYPE SW-506 STORM INTAKE
- TYPE SW-512 STORM INTAKE
- TYPE SW-513 STORM INTAKE
- TYPE SW-401 STORM MANHOLE
- TYPE SW-402 STORM MANHOLE
- FLARED END SECTION
- TYPE SW-301 SANITARY MANHOLE
- STORM/SANITARY CLEANOUT
- WATER VALVE
- FIRE HYDRANT ASSEMBLY
- SIGN
- DETECTABLE WARNING PANEL
- SANITARY SEWER
- STORM SEWER
- WATERMAIN WITH SIZE

##### SURVEY

- SECTION CORNER
- 1/2" REBAR, YELLOW CAP #18660 (UNLESS OTHERWISE NOTED)
- ROW MARKER
- ROW RAIL
- PLATTED DISTANCE
- MEASURED BEARING & DISTANCE
- RECORDED AS
- DEED DISTANCE
- CALCULATED DISTANCE
- CURVE ARC LENGTH
- CENTERLINE
- SECTION LINE
- 1/4 SECTION LINE
- 1/4 SECTION LINE
- EASEMENT LINE
- LOT LINE
- RIGHT OF WAY
- BUILDING SETBACK
- PLAT BOUNDARY
- MINIMUM BASEMENT ELEVATION
- MINIMUM OPENING ELEVATION
- MINIMUM PROTECTION ELEVATION

#### EXISTING

- GROUND SURFACE CONTOUR
- SANITARY MANHOLE
- WATER VALVE BOX
- FIRE HYDRANT
- WATER CURB STOP
- WELL
- STORM SEWER MANHOLE
- STORM SEWER SINGLE INTAKE
- STORM SEWER DOUBLE INTAKE
- FLARED END SECTION
- DECIDUOUS TREE
- CONIFEROUS TREE
- DECIDUOUS SHRUB
- CONIFEROUS SHRUB
- ELECTRIC POWER POLE
- GUY ANCHOR
- STREET LIGHT
- POWER POLE W/ TRANSFORMER
- UTILITY POLE W/ LIGHT
- ELECTRIC BOX
- ELECTRIC TRANSFORMER
- ELECTRIC MANHOLE OR VAULT
- TRAFFIC SIGN
- TELEPHONE JUNCTION BOX
- TELEPHONE MANHOLE/VAULT
- TELEPHONE POLE
- GAS VALVE BOX
- CABLE TV JUNCTION BOX
- CABLE TV MANHOLE/VAULT
- MAIL BOX
- BENCHMARK
- SOIL BORING
- UNDERGROUND TV CABLE
- GAS MAIN
- FIBER OPTIC
- UNDERGROUND TELEPHONE
- OVERHEAD ELECTRIC
- UNDERGROUND ELECTRIC
- FIELD TILE
- SANITARY SEWER W/ SIZE
- STORM SEWER W/ SIZE
- WATER MAIN W/ SIZE

#### FOUND

- M.B.E.
- M.O.E.
- M.P.E.



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.  
DATE: \_\_\_\_\_  
ALL SHEETS COVERED BY THIS SEAL.

DATE: 11/13/19  
THIRD SUBMITTAL: 10/25/19  
SECOND SUBMITTAL: 10/25/19  
FIRST SUBMITTAL: 08/28/19

3405 S.E. CROSSROADS DRIVE, SUITE G  
GRIMES, IOWA 50111  
PHONE: (515) 369-4400 FAX: (515) 369-4410

TECH: \_\_\_\_\_  
ENGINEER: \_\_\_\_\_

CREEKVIEW ESTATES  
PRELIMINARY PLAT

1 / 6  
1904.178











