

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

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

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. Audience : *Items not on the agenda will be discussed at this time*
5. Approval of the P&Z Commission Meeting minutes for January 21, 2019
6. Consider motion to recommend Council approve the Planned Unit Development (P.U.D.) Master Plan for Bridgeview Plat 2.
7. Staff Report
8. Commission Report
9. Adjourn until April 15, 2019

MEETING MINUTES
The City of Polk City
Planning and Zoning Commission
6:00 p.m., Monday, January 21, 2019
City Hall

Polk City, Planning and Zoning Commission (P&Z) held a meeting at 6:00 p.m., on January 21, 2019. 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> Dennis Dietz Pro Tem Ron Hankins P&Z Commission Member Doug Sires P&Z Commission Member Deanna Triplett P&Z Commission Member</p> <p><u>P&Z Commission Members Absent:</u> Doug Ohlfest Chair Krista Bowersox P&Z Commission Member Justin Vogel P&Z Commission Member</p>	<p><u>Staff Members Present:</u> Gary Mahannah City Administrator Kathleen Connor City Engineering Representative Becky Leonard Deputy City Clerk</p> <p><u>Additional Attendees:</u> Rob Sarchet City Council Liaison</p>
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1. **Call to Order** | Chair Hankins called the meeting to order at 6:00p.m.
2. **Roll Call** | Dietz, Triplett, Hankins, Sires | In attendance
Ohlfest, Bowersox, Vogel | Absent
3. **Approval of Agenda**
Chair Hankins advised that item 9 was removed from the agenda at the request of the petitioner.
MOTION: A motion was made by Triplett and seconded by Sires to approve the agenda as amended.
MOTION CARRIED UNANIMOUSLY
4. **Audience Items** | No discussion items
5. **Approval of Meeting Minutes**
MOTION: A motion was made by Sires and seconded by Dietz to approve the October 15, 2018 meeting minutes.
MOTION CARRIED UNANIMOUSLY
6. **Planning & Zoning Commission Elections**
MOTION: A motion was made by Sires and seconded by Triplett to elect Ohlfest as Chair for 2019
MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Triplett and seconded by Sires to elect Dietz as Pro Tem for 2019
MOTION CARRIED UNANIMOUSLY
7. **Bridgeview Plat 2**
Jerry Oliver, Civil Engineering Consultants, presented the proposed Planned Unit Development Master Plan for Bridgeview Plat 2. Tom Wittman, Knapp Properties was also in attendance.
 - Area consists of 20 acres and is located on the westside of Parker Blvd and north of Bridgeview Plat 1
 - The 2014 concept plan for Bridgeview Plat 2 (in which the Master Plan had not been approved) depicted more interconnecting streets than the version presented.

- Current Master Plan doesn't include as many streets in an effort to reduce the amount of streets on this property and lessen the amount of tree clearing for streets
- The plan shows connecting Pelican Drive to Parker Blvd as well as extending Bridgeview Street into a cul-de-sac
- 35' Buffer all along USACE property
- Parkway trees to be in easement area along Parker Blvd
- Connect to the sanitary sewer and water connections that come up from Bridgeview Plat 1 and connect to the water main on Parker Blvd
- A 20-ft trail connection going from the sidewalk on Pelican Drive to Neal Smith Trail (closest to the north property line) would be installed as part of the parkland dedication
- City Engineering Representative Connor advised that all engineer comments have been addressed.

The following residents addressed the Commission and expressed concern to the proposed Master Plan.

- Joe Bru, 1620 Seagrass Ave
- Chad Baker, 1530 Seagrass Ave
- Jared Foss, 1520 Seagrass Ave

Oliver addressed comments

- Only 4 lots would be adjacent to residential structures in Bridgeview Plat 1, others would be back yards.
- Expects most construction traffic to use access from Parker, however there will be some traffic at the current dead-end streets of Bridgeview Plat 1 as those streets are extended and connection to the sanitary sewer, water and storm sewer occurs
- If Master Plan is approved, the developer will return to share the Preliminary Plat which would include more detail
- Developer intends to save as many trees as possible, but the area will look different than it is today

Commission Comments

- The developer or property owner could tear trees down unless there is some type of covenant put on the property
- There is no requirement to have a buffer between residential developments
- Concerned about the trail connection ending at the sidewalk instead of at the street
- Concerned with the location of Pelican Drive and Parker Blvd intersection; preferred to see intersection align with Phillips Street instead of adding another access point onto Parker Blvd.
- Parkway tree maintenance would belong to the developer until such time that the adjacent lots are sold at which time the responsibility would transition to the property owner
- Encouraged the residents in attendance to talk with the developer directly to see what type of buffer options could be considered
- Concerned about imposing requirements onto future property owners of Lots 19, 35 and 50 that aren't required of anyone else
- Liked the way the Master Plan is laid out

MOTION: A motion was made by Dietz and seconded by Triplett on the recommendation to Council to approve the Planned Unit Development (P.U.D.) Master Plan for Bridgeview Plat 2 subject to the recommendation and comments in the Engineer Memo dated January 16, 2019; and subject to extending the trail connection to the street.

YES: Triplett, Dietz

NO: Hankins

ABSTAIN: Sires

MOTION NOT APPROVED

8. Stewart Plat of Survey

Connor presented the proposed plat of survey and added that this will alleviate a non-conforming lot on Ruth Stewart's property. With the Plat of Survey, there will be a lot tie agreement to consolidate Parcel 2018-160 with Parcel D belonging to Michael and Cari Stewart. Cari Stewart, property owner of Parcel D, was in attendance.

MOTION: A motion was made by Dietz and seconded by Sires on the recommendation to Council to approve the Plat of Survey for Parcel 2018-160 belonging to Ruth Stewart subject to the recommendation and comments in the Engineer Memo dated January 16, 2019.

MOTION CARRIED UNANIMOUSLY

MOTION: A motion was made by Dietz and seconded by Sires on the recommendation to Council to approve the Lot Tie Agreement consolidating Parcel 2018-160 with existing Parcel D owned by Michael and Cari Stewart subject to the recommendation and comments in the Engineer Memo dated January 16, 2019.

MOTION CARRIED UNANIMOUSLY

9. **Council Liaison Report** | Councilmember Sarchet reported that Council is heavy into budget season. Sarchet discussed the upcoming water rate increase and shared the Council Liaison roles may be discontinued.
10. **Staff Report** | Connor introduced Travis Thornburg with Snyder and Associates, who was in attendance, as he assists with the Engineer Review Memos that come before the Commission.
11. **Commission Report** | No report

12. Adjournment

MOTION: A unanimous motion was made to adjourn at 6:57 p.m.

Next Meeting Date – Monday, February 18, 2019



Becky Leonard – Deputy City Clerk

P.U.D. MASTER PLAN

Date: March 13, 2019
Project: Bridgeview Plat 2

GENERAL INFORMATION:

Applicant: All Points Development LC
Total Parcel Size: 20.65 acres
Current Zoning: P.U.D.
Existing Land Use: Ag, Vacant
Future Land Use: Low Density Residential
Proposed Land Use: Up to 53 Single-Family lots
Density: 2.6 dwellings/acre



BACKGROUND:

The subject property was rezoned to Planned Unit Development (P.U.D.) in 1986. At that time, the rezoning included approval of Lakeview Acres Plat 3 PUD site sketch plan. This PUD plan covered all of the applicant's property on both the east and west side of Parker Blvd, then called Jefferson Avenue. The subject area, on the west side of Parker Blvd, included showed a total of 62 dwelling units, comprised of three 8-plex townhome buildings (24 units) and 38 single family lots. The plan included one looped street to serve the single family lots, but was unclear as to how resident parking, visitor parking, access or detention would be addressed for the townhome units.

An Amended Preliminary Development Plan for Lakeside Development – Phase 1 was approved by City Council on August 28, 2006. While this Phase 1 plan covered only the area located on the east side of Parker Blvd, Resolution 2006-73 voided the entire 1986 Lakeview Acres Plat 2 PUD site sketch plan including Phase 2 on the west side of Parker Blvd. At that time, the developer was aware that a new PUD Master Plan would be required for the Phase 2 area prior to approval of a Preliminary Plat.

In 2014, at the time Bridgeview Plat 1 was preliminary platted, Diligent Development worked with Knapp Properties regarding street alignment and access on both plats. The attached development concept was the result of this collaborative effort. While this concept plan was not formally approved, it provided the basis for the alignment and connectivity of the streets constructed with Bridgeview Plat 1. This concept plan shows 53 single family lots within the subject area on All Points Development's property, along with two thru-streets and two cul-de-sacs.

On March 26, 2018, City Council adopted a new Tree Ordinance. This Ordinance includes consideration of the following provisions:

- 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 new Master Plan significantly reduces the number of trees that will need to be removed for street and utility construction compared to prior plans. In addition, the larger lots provide opportunity for tree preservation in the deeper rear yards.]*
- B. Whether the applicant has provided for the replacement of existing trees to be removed, at other locations on the property. *[Trees will be need to be planted within the 15' Parkway Easement along Parker Blvd. In addition, 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 can be saved along the perimeter of the plat and new trees will need to be planted in the Parkway Easement].*
- 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. *[Sidewalks will be located within the public right-of-way and a trail connection will be made to the Neal Smith Trail. Snow fence will be required on the construction drawings for protection of existing trees.]*
- E. Whether parkways are designed in accordance with the Comprehensive Plan. *[A 15' Parkway Easement is shown and trees will need to be planted within this easement.]*

P.U.D. MASTER PLAN:

A P.U.D. Master Plan was presented to P&Z at their January 21st meeting, but the motion for approval failed to pass. Concerns expressed by the Commission include concern regarding the location of the Pelican Drive and Parker Blvd. intersection and that the train connection ended at the sidewalk instead of the street. The Commission also encouraged the developer to talk to the neighbors regarding a buffer along the south side of the development.

The developer agreed to relocate the storm sewer to the south side of Lot 35, rather than running along the south property line, in order to save trees. After meeting with the neighbors, the developer is now willing to plat the south fifty feet, between Bridgeview Street and Pelican Drive, into seven outlots. We understand the property owners have agreed to purchase these outlots from the developer. These outlots will individually be tied to the adjoining lot at the time of final platting.

Justin Jackson, Polk City's traffic engineer, has reviewed the proposed location of the Pelican Drive/Parker Boulevard intersection. Per the attached Memo, the proposed intersection meets access spacing requirements per SUDAS. The trail connection has been revised per P&Z direction.

The developer requesting approval of a revised P.U.D. Master Plan for up to 53 single-family lots. As previously mentioned, the lot layout has changed somewhat from the 2014 concept in consideration of saving trees while maintaining street connectivity. This plan includes less street pavement, providing the opportunity for larger, deeper lots while saving trees. Each lot will be at least 8,000 sf in size and 65 feet wide. Front yard setbacks are proposed to be 30' deep which will provide the opportunity to save additional trees in rear yards.

The park land dedication for this development will be equivalent to 1.14 acres, based on 50 lots. This requirement will be fulfilled through dedication of Outlot Z and paving of an 8' wide recreational trail that connects this subdivision to the Neal Smith Trail. The remainder, if any, will be addressed via the Development Agreement for Big Creek Technology Campus Phase 2.

The plan includes trees within the 15' Parkway Easement along Parker Blvd. Trees will be selected from Polk City's approved tree list, other than Maples and Willows due to proximity of the sanitary sewer, and should include a diversification of species. The property owners will be responsible for maintaining these parkway trees.

The 35' buffer easement adjacent to USACE property will include tree preservation in the document. The developer may also want to consider including tree preservation, particularly on the rear deep lots, in the covenants for the property.

The distance along Parker Boulevard, between Pelican Drive and Edgewater Drive (in Bridgeview Plat 1) is approximately 1,480 feet. This exceeds the maximum block length of 1,300 feet per the Subdivision Regulations, however this requirement can be modified by a P.U.D. Master Plan. Given the potential for saving trees by eliminating the Phillips Street connection and since the additional block length is relatively minor, staff believes this a reasonable trade-off.

A detention basin will be located on Lot 18 to control runoff velocity and mitigate erosion. Tree removal should be kept to a minimum for these facilities.

Building setbacks for rear yards will be increased to exclude areas outside coverage radii as buildable for principal structure, per Polk City Fire Code.

COMMENTS:

Pursuant to our review of the revised P.U.D. Master Plan received 3/12/19, we believe P&Z's concerns and staff's review comments have been addressed.

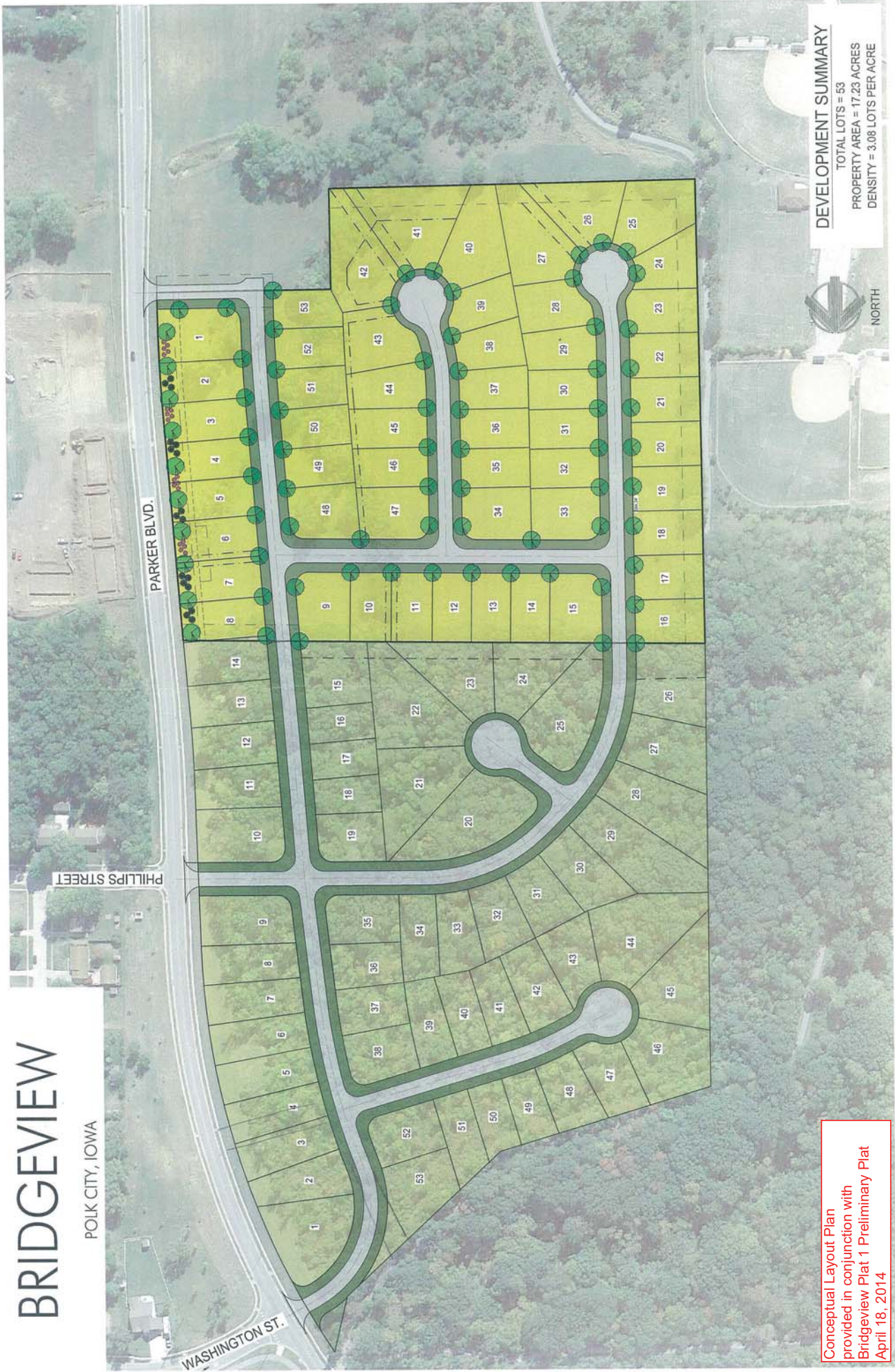
RECOMMENDATION:

Staff recommends approval of the PUD Master Plan for Bridgeview Plat 2, subject to the following:

1. P&Z recommendations, if any, shall be addressed prior to this items being included on the City Council agenda.
2. Payment of all professional billings to the City Clerk.

BRIDGEVIEW

POLK CITY, IOWA



DEVELOPMENT SUMMARY
TOTAL LOTS = 53
PROPERTY AREA = 17.23 ACRES
DENSITY = 3.08 LOTS PER ACRE



Conceptual Layout Plan
provided in conjunction with
Bridgeview Plat 1 Preliminary Plat
April 18, 2014

Memorandum

To: Planning and Zoning

Date: 02/08/2019

From: Justin Jackson, P.E.

CC: Kathleen Connor

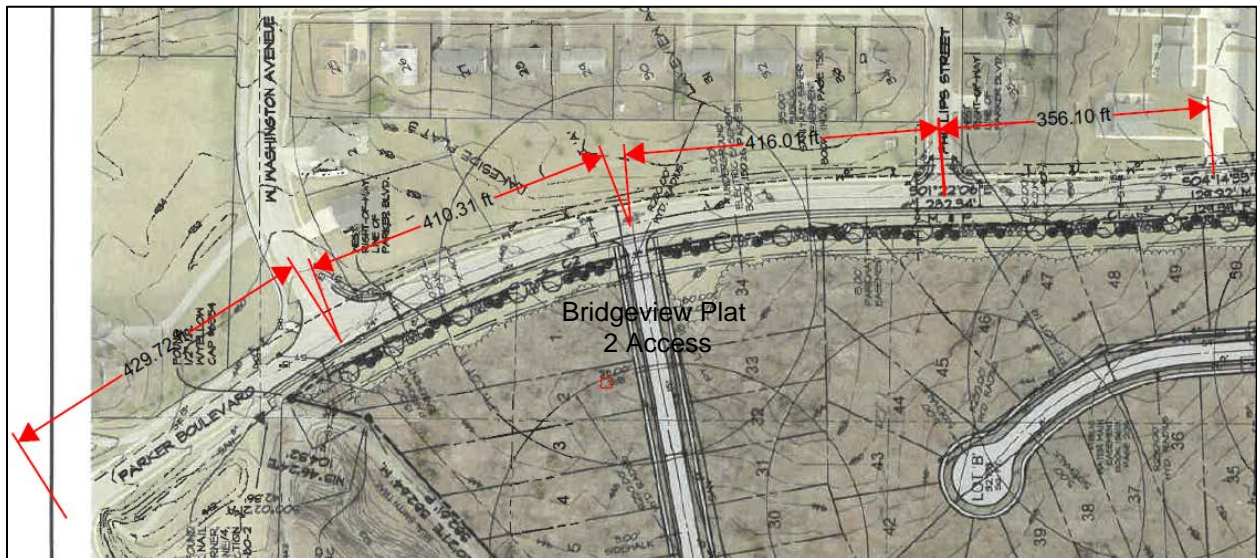
RE: Bridgeview Plat 2 Parker Blvd Access

Civil Engineering Consultants, Inc. submitted the Bridgeview Plat 2 master plan on January 16, 2019. The master plan was reviewed for the development’s access onto Parker Boulevard in regards to location and spacing from existing street connections onto Parker Boulevard. The 2019 Iowa Statewide Urban Design and Specifications (SUDAS) was used as reference guidance for compliance of intersection spacing. Chapter 5C-2 of SUDAS provides intersection alignment and spacing guidance as shown below.

2. Intersection Alignment: The centerline of a street approaching another street from the opposite side should not be offset. If the offset cannot be avoided, the offset should be 150 feet or greater for local streets. The centerline of a local street approaching an arterial or collector street from opposite side should not be offset unless such offset is 300 feet or greater.

Source: SUDAS Design Manual, 5C-2

The figure below shows the distances between existing local streets and the Bridgeview’s proposed access along Parker Boulevard. The spacing of the proposed access into Bridgeview Plat 2 has sufficient distance to adjacent existing intersections. The proposed location of the Bridgeview Plat 2 access should not have any significant negative impact to traffic flow along Parker Boulevard based on projected development traffic volume generation.



Parker Boulevard Intersection Spacing



Civil Engineering Consultants, Inc.

transmittal VIA: DELIVERED

DATE: March 13, 2019

TO: Jenny Gibbons, Becky Leonard
City of Polk City, Iowa

FROM: Jerry Oliver

RE: Bridgeview Plat 2, PUD Master Plan

ENCLOSURES: 12 copies of the revised Bridgeview Plat 2 PUD Master Plan for the Planning and Zoning meeting on Monday March 18th.

REMARKS: Please let us know if you have questions or comments. Thank you.

COPIES TO: Tom Wittman, Aimee Staudt, Stuart Ruddy, Kathleen Connor,
Paul Clausen

JOB NUMBER: E-8072

**PUD MASTER PLAN
BRIDGEVIEW PLAT 2
POLK CITY, IOWA**

PROPERTY OWNER:
ALL POINTS DEVELOPMENT, L.C.
KNAFF PROPERTIES
5000 WESTOWN PARKWAY SUITE 400
WEST DES MOINES, IA 50266-5421

LEGAL DESCRIPTION

A PARCEL OF LAND IN PARTS OF LOTS 17, 18, 19, 42, 43, AND 44 OF THE OFFICIAL PLAT OF THE NORTH HALF OF SECTION 2, TOWNSHIP 80 NORTH, RANGE 25 WEST OF THE 9th P.M., RECORDED IN BOOK B, PAGE 380, CITY OF POLK CITY, POLK COUNTY, IOWA, THAT IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE CENTER OF SAID SECTION 2; THENCE N88°50'51"W, 664.52 FEET ALONG THE NORTH LINE OF BRIDGEVIEW PLAT 1, AN OFFICIAL PLAT RECORDED IN BOOK 15683, PAGE 621 TO THE NORTHWEST CORNER OF SAID BRIDGEVIEW PLAT 1; THENCE N00°12'00"E, 179.85 FEET TO A POINT; THENCE N19°42'59"E, 341.50 FEET TO A POINT; THENCE N41°20'22"E, 382.64 FEET TO A POINT; THENCE N3°48'24"E, 104.32 FEET TO A POINT ON THE WEST RIGHT-OF-WAY LINE OF PARKER BOULEVARD; THENCE SOUTHERLY ALONG A CURVE TO THE RIGHT HAVING A RADIUS OF 1342.40 FEET AND A CHORD BEARING OF S11°23'34"E, AN ARC LENGTH OF 710.85 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO A POINT OF TANGENCY; THENCE S01°22'06"E, 282.54 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO A POINT OF CURVATURE; THENCE SOUTHERLY ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 2404.74 FEET AND A CHORD BEARING OF S02°48'19"E, AN ARC LENGTH OF 145.71 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO A POINT OF TANGENCY; THENCE S04°14'33"E, 124.22 FEET ALONG SAID WEST RIGHT-OF-WAY LINE TO THE NORTHEAST CORNER OF SAID BRIDGEVIEW PLAT 1; THENCE N88°50'51"W, 278.54 FEET ALONG THE NORTH LINE OF SAID BRIDGEVIEW PLAT 1 TO THE POINT OF BEGINNING AND CONTAINING 20.65 ACRES MORE OR LESS.

LAND USE

SINGLE FAMILY RESIDENTIAL DEVELOPMENT
MINIMUM LOT AREA = 8,000 SQ. FT.
MINIMUM LOT WIDTH = 65 FEET
MINIMUM FRONT YARD SETBACK = 30 FEET
MINIMUM REAR YARD SETBACK = 30 FEET
MINIMUM SIDE YARD SETBACK = 9 FEET
MAXIMUM NUMBER OF LOTS = 53 LOTS
MAXIMUM DENSITY = 2.6 DU / ACRE
MAXIMUM HEIGHT = 2-1/2 STORIES

UTILITIES

PUBLIC SANITARY SEWER, WATER MAINS, AND STORM SEWER.

STREETS

PUBLIC 26' BVS ALL STREETS.

DEVELOPMENT SCHEDULE

PUD APPROVAL - FEBRUARY 2019
PRELIMINARY PLAT APPROVAL - APRIL 2019
CONSTRUCTION PLAN APPROVAL - JUNE 2019
CONSTRUCTION - SUMMER/FALL 2019
FINAL PLAT APPROVAL - OCTOBER 2019

PHASING

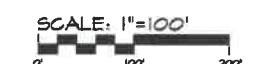
THIS PROJECT MAY BE DIVIDED INTO TWO PHASES.

NOTES:

1. PARK LAND DEDICATION WILL BE SATISFIED BY A COMBINATION OF OUTLOT 'Z' DEDICATION, CONSTRUCTION OF THE 8.0 FOOT WIDE TRAIL, AND ADDITIONAL LAND AND/OR CASH PAYMENT.

CURVE DATA

CURVE	DELTA	RADIUS	LENGTH	TANGENT	CHORD	CH. BEARING
C1	2°52'21"	2404.74'	145.71' M. & P.	72.87'	145.70'	S02°48'19"E
C2	32°02'55"	1342.40'	710.85' M. & P.	344.91'	768.73'	S11°23'34"E



SCALE: 1"=100'
1"=100' PRINTED ON 22"x34" SHEET
1"=200' PRINTED ON 11"x17" SHEET



Civil Engineering Consultants, Inc.
2400 86th Street - Unit 12 - Des Moines, Iowa 50322
515.276.4884 - Fax: 515.276.7084 - mat@cecinc.com

CEC

DATE:	REVISIONS	COMMENTS
DECEMBER 18, 2018	1	01-16-2019
	2	02-28-2019
	3	08-18-2019

DATE OF SURVEY: DEC. 2018
DESIGNED BY: JFO
DRAWN BY: MEH

ALL POINTS DEVELOPMENT, L.C.
POLK CITY, IOWA

PUD AMEDMENT - BRIDGEVIEW PLAT 2

SHEET 1 OF 1

E-0072