

PLANNING AND ZONING COMMISSION STAFF REPORT

PROJECT: Waukeee HeadStart – Preliminary Plat/Site Plan and Final Plat

PREPARED BY: Melissa DeBoer, AICP – Planning Coordinator

REPORT DATE: June 20, 2025

MEETING DATE: June 24, 2025

GENERAL INFORMATION

Owner/Applicant:

Community Opportunities, Inc

Owner's Representative:

David Bentz, PE with Bishop Engineering

Request:

The applicant is requesting approval of a preliminary plat/site plan and final plat for redevelopment of the HeadStart site.

Location and Size:

Property is located at the northwest corner of Ashworth Drive and 4th Street, containing approximately 0.70-acres.

Property Address:

425 Ashworth Drive

AREA MAP



ABOVE: Aerial of subject property (outlined in **RED**) in relation to the surrounding area.

LAND USES AND ZONING

Location	Existing Land Use	Comprehensive Plan	Current Zoning
Property in Question	Existing HeadStart site	Mixed Use	C-1 (Community and Highway Service Commercial District)
North	Heartland Coop	Mixed Use	M-1A (Limited Industrial District)
South	Vince Meyer Learning Center (Waukee Community School District)	Institutional	R-2 (One and Two-Family Residential District)
East	Lund Motors (Auto Repair)	Mixed Use	C-1 (Community and Highway Service Commercial District)
West	Commercial – Metal Shop Building	Mixed Use	C-1 (Community and Highway Service Commercial District)

BACKGROUND

The subject property is located within the Downtown Corridor. The Waukee HeadStart currently runs out of the existing building on-site. The existing building is approximately 2,200 square feet in area. They are looking to demolish the existing building and build a new building that will be approximately 9,000 square feet in area.

PROJECT DESCRIPTION

The project includes the demolition of the existing building and the construction of a new single-story building for Waukee HeadStart. The proposed building is just under 9,000 square feet in area and approximately 18.5-feet in height. The site will include an outdoor, fenced-in playground area located to the west of the proposed building.

A monument sign is proposed at the southeast corner of the site and a trash enclosure is proposed just to the east of the building.

The project also includes a final plat which will combine what currently exists as 12 lots into one, single lot. The proposed lot is 0.70-acres in area.

ACCESS AND PARKING

The property can be accessed off of Ashworth Drive and 4th Street. There will be one way in and one way out.

A new sidewalk will be constructed adjacent to the site along Ashworth Drive. The proposed sidewalk will be 6-ft wide adjacent to the on-street parking stalls on Ashworth Drive and 5-ft wide in other areas. Internal sidewalks will be provided around the building, playground, and parking lot areas to provide pedestrian access across the site.

Thirteen parking spaces will be provided within the parking lot located on site and twenty parking spaces will be provided along the public street, located to the south of the site. The parking requirements are being met.

UTILITIES

All public utilities are provided to the site. Stormwater management will be provided in on-site basins.

EASEMENTS

The final plat includes easements for the stormwater management facilities located at both the southeast corner of the site and the majority of the south side of the site.

ELEVATIONS

The elevations of the building will be constructed of mostly brick, aluminum composite wall panels, cement board panels, storefront system and metal roof. The trash enclosure will be constructed of block to match the building design with a composite decking gate. The proposed elevations comply with the Site Plan Ordinance as well as the Downtown Design Guidelines. Elevations of the proposed building and trash enclosure have been provided for review.

STAFF RECOMMENDATION

The preliminary plat/site plan and final plat are in general conformance with the Zoning Ordinance, Subdivision Ordinance, Site Plan Ordinance, Downtown Design Guidelines, and Comprehensive Plan. Staff recommends approval of the preliminary plat/site plan and final plat for Waukee HeadStart subject to any remaining staff comments and review of the legal documents.