



PLANNING AND ZONING COMMISSION STAFF REPORT

PROJECT: US Bank – Site Plan

PREPARED BY: Melissa DeBoer, AICP – Planning Coordinator

REPORT DATE: August 8, 2025

MEETING DATE: August 12, 2025

GENERAL INFORMATION

Owner: WTC USB LLC

Applicant: US Bank

Owner’s Representative: Michael Lenz, RSP

Request: The applicant is requesting approval of a site plan for a commercial building.

Location and Size: Property is generally located west of SE Alice’s Road and north of SE Laurel Street, containing approximately 1.03 acres.

Property Address: 300 SE Alice’s Road

AREA MAP



ABOVE: Aerial of property identifying the proposed site plan (outlined in **RED**).

LAND USES AND ZONING

Location	Existing Land Use	Comprehensive Plan	Current Zoning
Property in Question	Vacant – Undeveloped	Community Commercial	C-1 / PD-1 (Community and Highway Service Commercial District / Planned Development District)
North	LOF Xpress (Commercial)	Community Commercial	C-1 / PD-1 (Community and Highway Service Commercial District / Planned Development District)
South	Chase Bank (Commercial)	Community Commercial	C-1 / PD-1 (Community and Highway Service Commercial District / Planned Development District)
East	U-Haul (Commercial)	Mixed Use	M-1 (Light Industrial District)
West	Target (Commercial)	Community Commercial / Neighborhood Commercial	C-1 / PD-1 (Community and Highway Service Commercial District / Planned Development District)

HISTORY

The subject property was platted as part of Waukee Towne Center Plat 4 in fall of 2023.

PROJECT DESCRIPTION

The project includes the construction of a single-story building for US Bank. The building is 4,500 square feet in area and just under 25-feet in height. The site includes a drive-up canopy and ATM.

A trash enclosure is proposed at the southwest corner of the site.

ACCESS AND PARKING

Two accesses will be provided into the site off of the private drive along the north side of the site. There will also be shared access with the lot to the south. There is an access off of SE Laurel Street just to the south of the subject site that will provide access.

A pedestrian connection is provided into the site from the existing trail along SE Alice’s Road. A five-foot-wide sidewalk will be installed along the west side of the site, adjacent to SE Laurel Street. A pedestrian connection will be provided into the site from the sidewalk along SE Laurel Street.

A total of 14 parking spaces are required for the proposed site plan. The total amount of parking proposed is 23 spaces including 2 accessible stalls.

UTILITIES

This site will be serviced with public utilities. Storm water detention is provided with an underground detention facility, located in the northwest corner of the site.

LANDSCAPING & OPEN SPACE

A minimum of 20% of the project area is required to be open space. The total amount of open space proposed is 23%. The landscape plan meets the requirements of the Landscape and Open Space Ordinance.

ELEVATIONS

The elevations of the building are proposed to be constructed mostly of brick, stone, metal panels, and storefront system. The trash enclosure will be constructed of brick to match the building and includes a composite gate.

PHOTOMETRIC PLAN

A photometric plan for the site lighting has been submitted and complies with the requirements of the Site Plan Ordinance.

COMPREHENSIVE PLAN

The comprehensive plan classifies the subject property as Community Commercial. The Community Commercial classification provides a variety of goods and services to serve the community and are typically located along minor or major arterials.

STAFF RECOMMENDATION

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 US Bank subject to remaining staff comments.