PLANNING AND ZONING COMMISSION STAFF REPORT

PROJECT: Williams Pointe Plat 17 – Preliminary Plat and Final Plat / University Woods – Site Plan

PREPARED BY: Melissa DeBoer, AICP – Planning Coordinator

REPORT DATE: October 24, 2025

MEETING DATE: October 28, 2025

GENERAL INFORMATION

Owner/Applicant: MDBB 1, LLC Series 4

Owner's Representative: Keith Weggen, ASLA – Civil Design Advantage

Request: The applicant is requesting approval of a preliminary plat, final plat and site plan for a commercial development.

Location and Size: Property is located north of SE University Avenue and west of SE Waco Place, containing approximately 4.36-acres.

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	Vacant – Undeveloped	Single Family Residential	C-1A (Neighborhood Commercial District) & C-4 (Office Park Commercial District)
North	Single-Family Residential	Single Family Residential	R-2/PD-1 (One and Two Family Residential District with a Planned Development Overlay)
South	Commercial	Community Commercial	C-1/PD-1 (Community and Highway Service Commercial District with a Planned Development Overlay)
East	Vacant – Undeveloped and Single-Family Residential	Single Family Residential	C-4 (Office Park Commercial District) & R-2/PD-1 (One and Two Family Residential District with a Planned Development Overlay)
West	Multi-Family Residential	High Density Residential	R-3/PD-1 (Multi-Family Residential District with a Planned Development Overlay)

BACKGROUND

The property was recently rezoned to expand the C-1A area to accommodate future development of a building intended for retail and restaurant uses.

PROJECT DESCRIPTION

The project includes the construction of a single-story office building on Lot 1 of the proposed plat. The building is proposed to be 13,620 square feet in area and 20-feet in height at the tallest point.

The site plan also shows two future buildings. One on Lot 2 and one on Lot 3 of the proposed plat. The building on lot 2 is proposed to be for future retail and restaurant uses. The building on Lot 3 is proposed to be another office building. Lots 1 and 3 are zoned C-4, Office Park Commercial District, and Lot 2 is zoned C-1A, Neighborhood Commercial District.

A monument sign is shown at the south side of the site, along SE University Avenue. A trash enclosure is shown at the north end of the site, to the west of the proposed building, with the proposed site plan. Two other trash enclosures are shown as future to be provided with future phases of development. Those will require a separate site plan approval in the future.

The final plat includes three lots and one outlot for stormwater detention. Lot 1 is 1.19-acres in area and is the lot that includes the proposed office building. Lot 2 is 1.66-acres and Lot 3 is 0.94-acres in area. Outlot Z is for stormwater detention and is 0.58-acres in area.

ACCESS AND PARKING

One access will be provided into the site from SE University Avenue. Ingress/egress easements will be provided for the drives throughout the site in order to provide shared access throughout the development.

A total of 41 parking spaces are required for the proposed site plan for Lot 1 and a total of 53 spaces are provided, including 3 accessible spaces.

SIDEWALKS/TRAILS

A ten-foot-wide trail exists along the north side of SE University Avenue at the south side of the site. A pedestrian connection will be provided into the site from the public trail. Private sidewalks are shown throughout the development in order to provide internal pedestrian access across the site.

UTILITIES

Public utilities are provided to the site, but all utilities internal to the site will be private utilities to be privately owned and maintained.

Storm water detention will be provided in Outlot Z at the northwest corner of the site. This outlot will be owned and maintained by the owner's association.

LANDSCAPING & OPEN SPACE

A minimum of 25% of Lot 1 is required to be open space. The total amount of open space proposed for Lot 1 is 34%. Plantings are being provided throughout the site in compliance with the Landscape & Open Space Ordinance. Landscape buffers will be provided along the north, east and west sides of the site in order to provide a buffer for the adjacent residential developments.

ELEVATIONS

The elevations of the building are proposed to be constructed of split face stone, metal panels, spandrel glass and glass. The trash enclosure is proposed to be constructed of split face stone to match the building with metal gates. Elevations of the proposed building and trash enclosure have been provided for review.

LIGHTING PLAN

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

EASEMENTS

All proposed easements have been indicated on the final plat. Private utility easements and ingress/egress easements are provided across the site.

COMPREHENSIVE PLAN

The subject property is classified as Single-Family Residential in the Imagine Waukee 2040: Comprehensive Plan. Single-Family Residential is defined as traditional forms of single-family housing with typical lot sizes ranging from 8,000 square feet to 0.50-acres in area with an average density of 2 to 4 units per acre.

Although the existing zoning of the property is not consistent with the Comprehensive Plan, staff is comfortable with the proposal as the uses are compatible with other properties along SE University Avenue within the vicinity of the subject site.

STAFF RECOMMENDATION

The proposed preliminary plat, final plat and site plan are in general conformance with the Zoning Ordinance, Subdivision Ordinance and Site Plan Ordinance. Staff recommends approval subject to any remaining staff comments and review of the legal documents.