



PLANNING AND ZONING COMMISSION STAFF REPORT

PROJECT: Waukee City Building – Site Plan

PREPARED BY: Andy Kass, AICP – Community Development Director

REPORT DATE: March 6, 2026

MEETING DATE: March 10, 2026

GENERAL INFORMATION

Owner: City of Waukee

Applicant: City of Waukee

Owner’s Representative: Thad Long, AIA – SVPA Architects

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

Location and Size: Property is generally located west of 6th Street and south of Walnut Street, containing approximately 0.08 acres.

Property Address: 410 6th Street

AREA MAP



ABOVE: Aerial of property (outlined in **BLUE**).

LAND USES AND ZONING

Location	Existing Land Use	Comprehensive Plan	Current Zoning
Property in Question	Waukee Veterans Hall	Mixed Use Village	C-2 (Downtown Village District)
North	Norm's Pub	Mixed Use Village	C-2 (Downtown Village District)
South	Commercial Retail	Mixed Use Village	C-2 (Downtown Village District)
East	Littleleaf Luncheonette	Mixed Use Village	C-2 (Downtown Village District)
West	Residential	Mixed Use Village	R-3 (Multi-Family Residential District)

HISTORY

The subject property and existing 1,800 square foot building have been utilized for various City of Waukee uses over the years, including former City Hall and Library locations. The existing building was constructed in 1922 and has been utilized as a meeting space for the American Legion for the past several years. Recently, the City completed an assessment of the existing building to assess the condition of the building and estimate costs for necessary maintenance and expansion of the existing building. The study determined that the costs to make necessary improvements and expand the existing building would be greater than what the cost would be to be demolish and build a new building on the property.

PROJECT DESCRIPTION

The project includes the removal of the existing building on the property and the construction of a 2,650 square foot building to be used by community groups and residents as a rentable space for gatherings, meetings, and other community uses. A kitchen area, bathrooms, and a gathering space are planned to be within the building. A trash enclosure will be located behind the building on the west side of the property.

There is no additional parking required for this project. The C-2 zoning district does not have minimum parking requirements. Staff would note that the City will begin streetscape improvements later this year that will include the addition of 50 additional on-street parking spaces within the Downtown Triangle area.

UTILITIES

The site is already served by public utilities. A grease interceptor will be installed to capture grease waste from the kitchen area within the building. Some minor storm sewer improvements are proposed to improve drainage on the property.

ARCHITECTURAL

The building is proposed to be constructed primarily of various brick and other masonry materials. Arched windows are shown on the street facing façade. Rooftop mechanical equipment will be screened utilizing screen walls. The trash enclosure will be constructed of materials utilized on the building.

STAFF RECOMMENDATION

The site plan is in conformance with the Site Plan Ordinance Staff recommends approval of the site plan subject to remaining staff comments.