

Meeting Minutes
Plan & Zoning Commission Meeting
Tuesday, April 8, 2025
Ankeny City Council Chambers, Second Floor
1250 SW District Drive, Ankeny, Iowa

CALL TO ORDER

Chair Ted Rapp called the April 8, 2025 meeting of the Plan & Zoning Commission to order at 6:30 p.m.

ROLL CALL

Members present: Ted Rapp, Randy Weisheit, Lisa West, Glenn Hunter and Todd Ripper. Absent: Trina Flack and Annette Renaud.

Staff present: Eric Jensen, Eric Carstens, Laura Hutzell, Bryan Morrissey, Ryan Kirschman and Brenda Fuglsang.

AMENDMENTS TO THE AGENDA

T.Rapp requested to have Item #4, Premier Credit Union Site Plan and Item #6, Raptor Properties Site Plan be removed from the Consent Agenda due to conflicts.

Motion by G.Hunter to approve and accept the April 8, 2025 agenda with removing Item #4 and Item #6 from the Consent Agenda. Second by T.Ripper. All voted aye. Motion carried 5 – 0.

COMMUNICATIONS

There were no communications.

CITIZEN'S REQUEST

There were no requests.

CONSENT AGENDA ITEMS

Item #1. Minutes of the March 18, 2025 Plan and Zoning Commission meeting

Motion to approve and accept the March 18, 2025 minutes of the Plan and Zoning Commission meeting.

Item #2. Elwell Estates Plat 2 Final Plat

Motion to recommend City Council approval of Elwell Estates Plat 2 Final Plat.

Item #3. Metro North II Plat 7 Final Plat

Motion to recommend City Council approval of Metro North II Plat 7 Final Plat.

Item #5. 2129 SE Hulsizer Road - Dohrn Transfer Building Addition Site Plan

Motion to approve the site plan for 2129 SE Hulsizer Road, Dohrn Transfer Building Addition.

Item #7. 5180 NE Delaware Avenue - Des Moines Meeting Rooms Chapel Site Plan

Motion to approve the site plan for 5180 NE Delaware Avenue, Des Moines Meeting Rooms Chapel.

Referencing Item #7, L.West asked if there was a reason why the building's design does not have much character.

Tony Holt, 2939 NW 76th Avenue, Ankeny said the building does have up to 6-feet of stone veneer that meets the metal. They designed the building to have a large overhang so people can be dropped off in the front of the building and walk around to the side. He shared that it is a small feeder building that they meet in on Sundays and Mondays. Their larger facility is in downtown Des Moines.

T.Rapp asked whether the building meets the architectural standards? E.Carstens responded that it meets the building material requirements.

Referencing Item #5, T.Rapp asked if there will be an easement granted since the site plan shows an alternate access point off SE Lorenz Drive through an adjacent property. R.Kirschman responded that Dohrn Transfer now own's the adjacent property.

Motion by R.Weisheit to approve the recommendations for Consent Agenda Items #1, #2, #3, #5 and #7. Second by G.Hunter All voted aye. Motion carried 5 – 0.

Referencing Item #5, T.Rapp asked if there will be an easement granted since the site plan shows an alternate access point off SE Lorenz Drive through an adjacent property. R.Kirschman responded that Dohrn Transfer now own's the adjacent property.

Motion by R.Weisheit to approve the recommendations for Consent Agenda Items #1, #2, #3, #5 and #7. Second by G.Hunter All voted aye. Motion carried 5 – 0.

REMOVED CONSENT AGENDA ITEMS

Item #4. 1430 SW Tradition Drive - Premier Credit Union Site Plan

Motion to approve the site plan for 1430 SW Tradition Drive, Premier Credit Union.

Item #6. 3219 SE 36th Circle - Raptor Properties Site Plan

Motion to approve the site plan for 3219 SE 36th Circle, Raptor Properties.

Motion by L.West to approve the recommendations for Consent Agenda Item #4 and Item #6. Second by R.Weisheit. Motion carried 4 – 0 – 1 (Abstain: T.Rapp).

PUBLIC HEARING

There were no public hearings.

BUSINESS ITEMS

Item #8. Request by Berwick Holdings, LLC for 100% Voluntary Urbanized Annexation of property into the City of Ankeny (Berwick Holdings)

Staff Report: R.Kirschman reported that the City received a request from Berwick Holdings, LLC for a 100% Voluntary Urbanized Annexation of approximately 19.65 acres of property. The annexation area is adjacent to the City's southeastern boundary, generally located east of Interstate 35, east of NE Four Mile Drive/NE 29th Street, west of NE 46th Street, north of NE 70th Avenue, and along NE Berwick Drive. He noted that the annexation area is located within two miles of the City of Altoona, which per Iowa Code, classifies the request as an urbanized annexation. He stated that the annexation territory is currently classified as Rural Residential (RR) on the Polk County Zoning Map and Urban Fringe Overlay on the Polk County Future Land Use Map. The annexation territory is located within the City of Ankeny Planning Boundary, and is currently identified in The Ankeny Plan 2040 as Low-Density Residential. If the annexation request is approved by the City Development Board, it will initially be zoned R-1, One-Family Residence District, consistent with all newly incorporated properties in the City of Ankeny. He explained that if the property is to be developed as anything not allowed in the R-1 zoning district, an appropriate rezoning will be required and any proposed changes to the future land uses identified in the Comprehensive Plan would require a land use plan amendment prior to consideration for rezoning. He presented an aerial map illustrating the surrounding roads and the current location of the sanitary sewer and water mains. He explained that any requirements for parkland dedication will be evaluated when the property is platted. He further shared that the annexation area is partially within the City of Ankeny Fire Protection District, is fully covered for EMS and will affect police coverage areas, as does all new development. He also noted that the annexation area lies within the Ankeny Community School District boundary. R.Kirschman stated that the proposed annexation complies with the City of Ankeny's annexation policy and is identified as a future growth area in The Ankeny Plan 2040 Comprehensive Plan. Public utilities exist in and around the annexation area, which can be extended to serve this area. Therefore, staff is recommending that the Plan and Zoning Commission recommend City Council approval of the Berwick Holdings annexation.

G.Hunter asked if the City has an agreement with Altoona on corporate boundary lines. E.Jensen responded that there have been discussions with Altoona but there is no formal agreement.

Casey Schafbuch, ATI Group, 1615 SW Main Street, Ste. 207, Ankeny shared that Berwick Holdings, LLC had not yet acquired this property when the property to the north was annexed into the City, which is why they did not annex them at the same time. He also shared that there are no intentions to change the zoning from the R-1 zoning. The R-1 zoning will be appropriate zoning for what they are proposing for the area.

There were no more questions from the Commission.

Director's Report

E.Jensen presented the tentative agenda items for the Tuesday, April 22, 2025 Plan and Zoning Commission meeting and the March 2025 Building Permits Report. He also noted the 2024 Special Census is finalized with Ankeny's population at 76,207.

Commissioner's Reports

R.Weisheit commented that the Dohrn Transfer Building Addition shows a good example of how the building standards contribute to the look of the area.

L.West said the Plan and Zoning Commission Retreat was good and thanked staff for putting it together.

T.Rapp commented that the construction in the community is currently raging. The Commission and staff discussed the construction areas in Ankeny.

T.Rapp said the information that staff provides to the public on the website for upcoming annexation's far exceeds what other communities are providing. He thanked staff for their work.

MISCELLANEOUS ITEMS

April 21, 2025 – 5:30 p.m. City Council Meeting Representative: Staff

ADJOURNMENT

There being no further business, Chair Rapp adjourned the meeting. Meeting adjourned at 6:52 p.m.



Submitted by Brenda Fuglsang, Secretary
Plan & Zoning Commission