

**State of Iowa  
City Development Board  
Meeting Minutes of May 13, 2020  
Iowa Economic Development Authority/IFA  
1963 Bell Avenue, Suite 200, Helmick Conference Room  
Des Moines, Iowa  
VIRTUAL MEETING DUE TO CORONAVIRUS**

**Call to order 1:00 p.m.**

**Present**

Dennis Plautz, Board Chairperson\*  
Jim Halverson, Board Vice Chairperson\*  
Mari Bunney\*  
Chris McKee\*  
Mackenzie O'Hair\*

**Others Present**

Matt Rasmussen, Administrator, City Development Board  
Betty Hessing, Administrative Assistant, City Development Board  
Emily Willits, Iowa Department of Justice\*  
Brad Deets, Development Services Director, City of Waukee\*

\*Participated via teleconference

**Introduction by Chairperson, Dennis Plautz**

**Roll Call by Matt Rasmussen, Board Administrator**

All Board Members were present via teleconference.

**Request for amendments to agenda**

Motion by	Jim Halverson
Motion	I move to approve the agenda as presented.
Second	Mackenzie O'Hair
Roll Call	All ayes. Motion approved.

**Consideration of April 8, 2020, business meeting minutes**

Motion by	Jim Halverson
Motion	I move the minutes of April 8, 2020, be approved as printed and distributed.
Second	Mackenzie O'Hair
Roll Call	All ayes. Motion approved.

**New Business**

UA20-14 Waukee	Matt Rasmussen explained the proposed annexation was a 100% voluntary annexation request to the City of
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Waukee consisting of 2.5 acres. The proposed annexation consists of one property, which represents a total of approximately 2.25 acres as well as the east half of NW 10<sup>th</sup> Street (R-22) right-of-way. Waukee's existing city limits border the property on the east, south and north boundaries of the property. The property is currently under contract to a developer for a proposed residential development. The property will be annexed into the city a designated zoning classification of A-1 Agricultural District. It is anticipated that it will be rezoned in the near future to a residential use, based upon the proposed development concept. The Imagine Waukee 2040 Comp Plan identifies the subject property as appropriate for residential development.

Utilities already exist to serve the property. An existing public water main and sanitary trunk sewer are located approximately 900 feet to the south of the property along NW 10<sup>th</sup> Street and will be extended as a part of the development of the surrounding property. Waukee's Fire and EMS Department already serve the area proposed within the annexation. Upon completion of the annexation, the City's Police Department would be responsible for patrolling and responding to the area. Both Departments have seen increased staffing levels over the last several years, which puts them in a good position to serve the area proposed for annexation.

Matt Rasmussen stated the proposed annexation is subject to an existing moratorium agreement with the City of Urbandale and is in compliance with that agreement. Matt Rasmussen reported to the Board that this packet does appear to be complete and properly filed.

Brad Deets, Development Services Director for the City of Waukee, was present to explain further and answer questions of Board members. No questions were asked.  
Mari Bunney

Motion by  
Motion

I move the Board find UA20-14 as complete and properly filed and in the public interest and that it be approved.

Second  
Roll Call

Jim Halverson  
All ayes. Motion approved.

UA20-15  
Waukee

Matt Rasmussen explained this was a 100% voluntary annexation request for the City of Waukee consisting of 39.36 acres. This proposed annexation consists of three properties, which represent a total of 40 acres as well as the west half of the NW 10<sup>th</sup> Street (R-22) right-of-way. Waukee's existing City limits border the property on the west, south and east boundaries of the property.

The property includes two existing single-family houses and ag ground. One of the single-family homes has been purchased by the City and will need to be removed as a part of a widening of the adjoining NW 10th Street. The property proposed to be annexed sits directly west of the new Waukee Northwest High School currently under construction, as well as the proposed Triumph Park and Sports Complex that will be constructed by the City beginning in 2021. Residential and commercial development is currently in process to the south of the property. The property will be zoned into the City as A-1 Agricultural District. As a part of the right-of-way settlement agreement with the Petersen's, who own the majority of the property, the City has agreed to future land designations of the property as commercial and medium/high density residential uses.

Utilities already exist to serve the property. An existing public water main is located along NW 10th Street and sanitary trunk sewer has been extended to the east property line as a part of the development of the Waukee Northwest High School. The Waukee Fire and EMS Department already serve the area proposed within the annexation. Upon completion of the annexation, the City's Police Department would be responsible for patrolling and responding to the area. Both Departments have seen increased staffing levels over the last several years, which puts them in good position to serve the area proposed within the annexation.

Matt Rasmussen stated the proposed annexation territory is subject to an existing moratorium agreement with the City of Urbandale and appears to be in compliance with that. Mr. Rasmussen reported the filing appears to be complete and properly filed.

Brad Deets, Development Services Director for the City of Waukee, was present to explain further and answer questions of Board members. No questions were asked.

Motion by  
Motion

Chris McKee  
I move the Board find UA20-15 as complete and properly filed and in the public interest and that it be approved.

Second  
Roll Call

Mackenzie O'Hair  
All ayes. Motion approved.

**Staff Reports**

Matt Rasmussen reported that we do not have anything pending for next month. Matt has had some conversations with a couple of cities, and he expects to receive something soon, but there is the potential that we may not meet next month.

Emily Willits had nothing to report.

**Future Meeting** Possibly June 10, 2020, at 1:00 p.m., City Development Board Business Meeting via teleconference/TEAMS.

**Adjourn** 1:17 p.m.

Respectfully Submitted,  
Betty Hessing, Administrative Assistant