



STAFF REPORT
PLANNING AND ZONING COMMISSION
For the April 30, 2015 meeting

TO: Planning and Zoning Commission Members
FROM: Sheena Danzer, Planning Director
SUBJECT: Design & Development Guidelines Draft

Requested Action: DISCUSSION ONLY

On April 10, 2015 an updated version of the Design Guidelines was sent out to the Planning and Zoning Commission, City Council, Development Committee, developers and the chamber for review. The link to the draft guidelines was posted on the website for the public to review on April 17, 2015. The modified version is now referred to as the “Design and Development Guidelines.”

The development guidelines section (Part 1) was added into the beginning of the document as we had comments from the Commission to add a checklist. With the site plan requirements and review process language which our current code is currently lacking, staff can easily create a checklist for developers on what is needed for a full site plan review. The City of Waukees’s site plan requirements were used to help guide Part 1 of the guidelines.

The design guidelines section (Part 2) was updated to be a combination of the Hickman Overlay Standards and the Town Center (University Avenue) Design Guidelines document. The Commission should pay attention again to “should”, “must”, “encourage”, “shall”, etc. in order to bring forth a recommendation to the City Council. If there are any proposed changes to the document, please have them ready at the meeting for discussion. To this date, the only comment we have received is adding in language to refer to the Dark Sky model ordinance on sustainable lighting standards. This can easily be done if recommended by the Commission and approved by City Council.

This item is for discussion only. If there is a consensus of comments received at the April 30th meeting, those comments will be added into the document and ready to take action on at the next Planning and Zoning meeting.