

**Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting was offered.*

CITY OF BONDURANT
PLANNING AND ZONING COMMISSION
JANUARY 28, 2021
MINUTES

1. Call to Order

Commission Member Cuellar called the meeting to order at 6:02 p.m.

2. Roll Call

Roll call was taken and a quorum was declared.

Present: Virtually: Commission Member Torey Cuellar, Commission Member Karen Keeran, Commission Member Kristin Brostrom, Commission Member Andy Mains, Commission Member Brian Clayton, Commission Member Daniel Hoffman-Zinnel.

Absent: None

City Officials

Present: Maggie Murray, Planning & Community Development Director; Marketa Oliver, City Administrator; Councilman Bob Pepper

3. Perfecting and Approval of the Agenda

Motion by Mains, seconded by Brostrom, to approve the agenda. Vote on Motion 6-0. Motion carried unanimously.

4. Approval of the Commission Minutes – December 10, 2020

Motion by Hoffman-Zinnel, seconded by Keeran, to approve the December 10, 2020 minutes. Motion carried.

5. Guests requesting to address the Commission – Murray noted that the City has received two applicants interested in joining the Commission to fill the current vacant position as a result of Joe Phearman's resignation.

- a. Wes Hoyer – introduced himself and answered questions from the Commission.
- b. William Strong – introduced himself and answered questions from the Commission.

6. **ANNUAL ELECTION OF OFFICERS.** Motion by Clayton, seconded by Hoffman-Zinnel, to appoint Cuellar as Chair and Keeran as Co-Chair for 2021. Motion declared unanimously, with Cuellar abstaining from vote.

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7. **2020 ANNUAL REPORT.** Murray summarized the 2020 Annual report. Chapter 23 of the City Codes states that an annual report by the Commission shall be given to the Council. The Commission met 17 times in 2020 and reviewed 3 text amendments, 2 easement vacations, 8 rezonings, 18 subdivisions/plats of survey, 8 site plans, and 4 annexations. This annual report will be posted on the City's website after Council has considered it.

Motion by Keeran, seconded by Hoffman-Zinnel, to accept the 2020 Annual Report. Vote on Motion 6-0. Motion carried unanimously.

8. **2021 MEETING DATES.** Murray noted that this 2021 schedule will be posted on the City's website. It details out when the meetings will occur, as well as application deadlines. Murray explained that no motion is necessary by the Commission. Keeran noted that it would be beneficial to add a note to this schedule regarding Council's review timeline.
9. **RESOLUTION 21-0128-01:** Considering recommended approval of a text amendment to Section 180.05.4.D of the Subdivision Code regarding minimum sidewalk width requirements.

Murray summarized the staff report. Back in 2018 the Commission considered recommended approval of a Subdivision Code text amendment to require 5'-wide minimum sidewalks versus 4'-wide sidewalks. It was recently noticed by staff that this was never formally considered by Council. Council will hold their required public hearing during their February 16th meeting.

Motion by Brostrom for recommended approval of Resolution 21-0128-01 regarding the text amendments to Section 180.05.D.4. Seconded by Mains. Roll Call: Ayes: Cuellar, Mains, Keeran, Hoffman-Zinnel, Brostrom, Clayton. Nays: None. Absent: None. Motion carried 6-0.

10. Reports/Comments and appropriate action thereon:

- a. **Commission Member Comments**

Mains – none.

Brostrom – noted that both P&Z applicants are excellent.

Clayton – asked about the potential for installing a welcome sign along Highway 65 as you enter Bondurant from the south. Murray noted that staff can look into this.

Hoffman-Zinnel – noted that with the new Kum & Go now open, the intersection of Franklin Street SW/NE 62nd Street/Highway 65 appears to be more congested and asked if the City has any plans in place for this area? Oliver noted that this item will likely be looked into more detail as the industrial area to the west in Altoona's city limits develops.

Keeran – none.

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- b. **Commission Chair Comments** – none.
- c. **City Administrator Comments** – none.
- d. **Planning & Community Development Director** – noted that the City released the Comprehensive Plan RFP this week to seek consultants to prepare the City's updated Comprehensive Plan. The deadline is February 24th. After this deadline, the Scoring Committee will review and will make a recommendation for City Council contract approval. The RFP Scoring Committee will likely consist of staff, a P&Z member, a Council member, and the Mayor. Murray explained that once the consultant has started the planning process, a Comprehensive Plan Steering Committee will be formed, and likely a few P&Z members will sit in on this Committee.
- e. **City Council Liaison** – none.

11. Adjournment

Moved by Mains, seconded by Keeran, to adjourn the meeting at 6:45 p.m. Vote on Motion 6-0. Motion carried.

Maggie Murray, Planning & Community Development Director

ATTEST:

Torey Cuellar, Commission Chair